STRENGTHENING SERVICE PROVIDERS
FOR ASSISTANCE TO SMES IN BUSINESS ACCOUNTING

SMAP Manual

Operational Guide for Professionals

March, 2008

2008

FINANCIAL SERVICES-B&SDS DIVISION, SMEDA HEAD OFFICE
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Abstract

2008

SMALL AND MEDIUM ENTERPRISE DEVELOPMENT AUTHORITY (SMEDA)

SMAP Manual: Operational Guide for Professionals

Lahore: SMEDA, 2008. 171 p.

Operational Guide for using SMEDA Accounting package (SMAP), containing detailed information on the various modules, tips and guidelines for efficient software usage.

English

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Preface

In September 2004, SMEDA started offering software based accounting package (Smart business Suit-SBS) through its website. SBS was developed keeping in view business documentation requirements of Pakistani SMEs. This software was available for download free of cost and SMEDA has provided trainings on software usage at various locations.

Responding to the changing requirements of software users, professionals and general SMEs, we developed a project to provide SMEs with access not only to the technology (software) but to the support services required to address their bookkeeping requirements.

SMEDA Accounting Package (SMAP) is a project to assist SMEs in their business accounting through software based accounting package. Our vision is to develop a sustainable market for SMAP services to SMEs through SMEDA supported service providers.

This guide is intended to serve as a primary reference tool for service providers on how to configure and implement SMAP at end user (SME) locations.

Acknowledgements

Development of "SMAP Manual: Operational Guide for Professional" is a team work. Its delivery is being attributed to the efforts of number of SMEDA personnel from various departments and regions, which contributed to implement this project and assisted our interaction with private sector practitioners, SMEs and service providers offering us the insight and helped us with valuable suggestions.

We are also thankful to Ms. Farah Mushtaq, Mr. Alamgir Chaudry & Mr. Javed Afzal for their support in development and execution of the project.

We also acknowledge support and encouragement form CEOs of SMEDA, Mr. Shahab Khawaja, and Mr. Shahid Rashid respectively in carrying out this project.

The effort would have not been as productive without the guidance and support of the Divisional Head, Mr. Sultan Tiwana, who pushed us to remain focused.

Raja Hassanien Javed
Manager – Financial Services
B&SDS Division

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1) ABBREVIATIONS & TERMINOLOGIES

Abbreviation / Terminology	Description
A/P	Abbreviation for Accounts Payable
A/R	Abbreviation for Account Receivable
Accounts Payable	Represents balances to be paid to a supplier for goods, supplies, and services purchased on an open account. Accounts payable balances are used in accrual-based accounting, are generally due in 30 or 60 days, and do not bear interest. See also Accounts Receivable.
Accounts Receivable	Represents amounts to be received from a customer for items or services sold to him when cash is not received at the time of sale. Typically, accounts receivable balances are recorded on sales invoices that include terms of payment. Accounts receivable is used in accrual-based accounting. See also Accounts Payable
Accrual Accounting	Income is recorded as you invoice customers, and expenses are recorded when you receive bills from vendors, regardless of when cash is actually exchanged. This presents a truer picture of income and expenses. Most companies use this accounting method.
Actual cost	The sum of the actual labor, material, and associated overhead costs that are charged against a job as it moves through the production process.
Annual physical inventory	The determination of inventory quantity by actual count.
ATC	Authorized Training Center Who are authorized by SMEDA for the training for SMAP software
Bad Debts	Some customers may not pay their bills. In this case, the asset, Accounts Receivable, turns out not to have been an asset at all. When this happens, you credit Accounts Receivable and the customer's account with the amount of the bad debt, and debit an expense account, Bad Debt Expense.
Bill of distribution	BOM that shows the structure of the flow of material from its supply source to the distribution centers that stock the product.
Bill of materials	Listing of all the subassemblies, component parts, raw materials (including quantities) etc. that go into a parent item.
Credit Note / Credit Memo	A document that specifies returns or credit amounts that are added to a supplier or customer account balance. For example, credit notes are issued to customers for returned merchandise or service refunds.

ERP	Enterprise resources planning (Application software for enterprise management)
FAQ	Frequently Asked Questions
GAAP	Acronym for Generally Accepted Accounting Principles. This is an American financial accounting method that is historic in nature, reporting mostly on what has happened in the past. GAAP uses certain standards or established methods of financial presentation in order to facilitate comparisons between companies.
HR	Human Resource
Inventory code	Identifies the inventory level at which the item would be stocked (i.e. raw materials, subassembly, finished goods etc.).
Manufacturing resource planning	Method for planning of all of the resources of a manufacturing company
Material requirements planning	Time-phased material requirements calculated using the BOM and inventory data in order to satisfy the MPS.
MS Windows	Microsoft Windows software being used on computers worldwide.
Order entry	Process of accepting and translating what a customer wants into terms used by the vendor
Order log	Complete log of customer orders
Part number	A number that serves to uniquely identify a part.
Pricing	Process of determining the sales price of a product line or a special.
Return on investment	The rate of return on an investment in a particular project.
Serial number	A unique number assigned for identification to a single piece that will never be repeated for similar pieces.
Setup costs	Costs associated with preparing the resource for the next product.
Setup time	The amount of time it takes to make the machine and part ready for operation
SMAP	SMEDA Accounting Package
SME	Small and Medium Enterprise
SMEDA	Small and Medium Enterprise Development Authority, Lahore, Pakistan
Standard cost	A cost estimate based on standard labor hours, material and overhead costs.
Standard time	The length of time that should be required to: setup a given machine or operation and run one part, assembly, batch, or end product through that operation. Synonym: standard hours.

Supplier	Your suppliers, who sell their product to your business. Also see Vendor
TOT	Training of Trainers
Traceability	The registering and tracking of parts, processes, and materials used in production, by lot or serial number.
Turnover	Sales income of a company over a specified period.
Vendor	Your suppliers, who sell their product to your business.

2) INTRODUCTION TO SMEDA ACCOUNTING PACKAGE (SMAP)

SMAP software is specially designed and developed for small and medium enterprises; including Trading, Services, and Manufacturing companies, keeping in view the dynamics of Pakistan's local market. It is integrated software designed on standard accounting principals and developed on customer experience, and is successfully running in hundreds of companies. SMEDA, as part of their organizational objectives, has made available this software free of cost to SMEs.

2.1) HOW TO GET YOUR COPY OF SMAP

To get your copy of SMAP software, you need an internet connection. Visit SMEDA website at following link:

http://www.smeda.org.pk

The main page of SMEDA website will open. There is a lot of information available for SMEs.

The 'Download' option is also available on main page, see the highlighted mark.

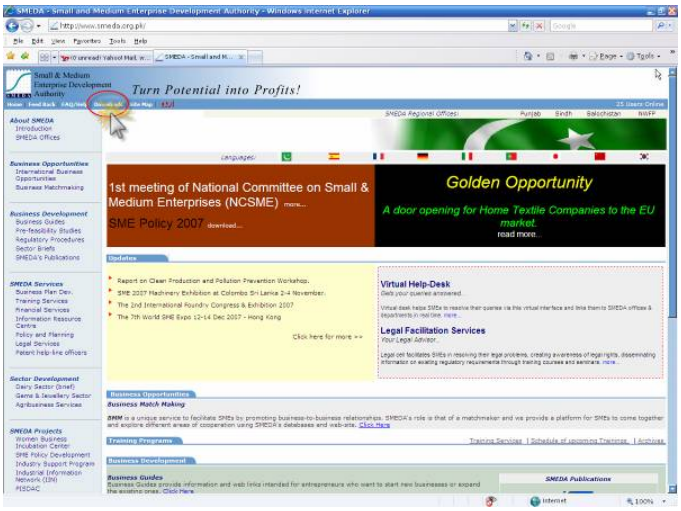

Turn Potential into Profits!
1st meeting of National Committee on Small & Medium Enterprises (NCSME)
SME Policy 2007
Golden Opportunity
A door opening for Home Textile Companies to the EU market.
Virtual Help-Desk
Legal Facilitation Services

Figure: Page on SMEDA website through which SMAP software can be downloaded

Click on the "Download" link. Following page will appear.

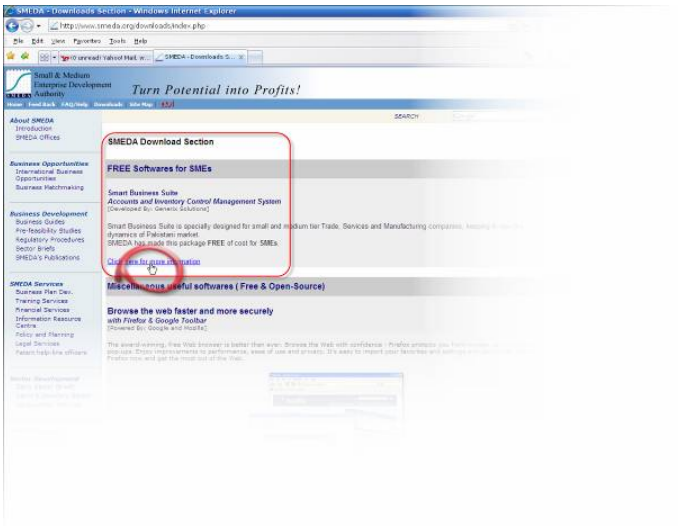

Turn Potential into Profits!
SMEDA Download Section
FREE Softwares for SMEs
Smart Business Suite
Accounts and Inventory Control Management System
Miscellaneous useful softwares (Free & Open-Source)
Browse the web faster and more securely

Figure: Click on this link to go to the download page

By clicking on this link, following page will open. Following page will open. Display pictures or page settings at the webpage may change; nevertheless, the procedures/process will remain the same.

Small & Medium Enterprise Development Authority
Turn Potential into Profits!
Downloads ->FREE Softwares for SMEs
Smart Business Suite
Accounts and Inventory Control Management System
S M A P
SMEDA
Accounting Package
FREE!
Software Registration for FREE
Click here to Register
Totally Free of cost
For unlimited time use.
With Technical Support & Training
Requirements:
Operating System : Windows 98, Windows NT, Windows 2000, Windows XP
Hardware Requirements: CPU Pentium II or better, RAM Min 64 Mb, Free HDD Space 50 Mb
Download Procedure
Installation Procedure
Help Resources

Figure: You can download SMAP software broken down in small files, and also get quick installation instructions

Following important information is available on this page:

1) Feature List – a list of high level features

2) Download procedure
3) Installation procedure
4) FAQ (Frequently Asked Question)
5) Installation files – the SMAP software in six (6) separate files (can download)

Feature List page

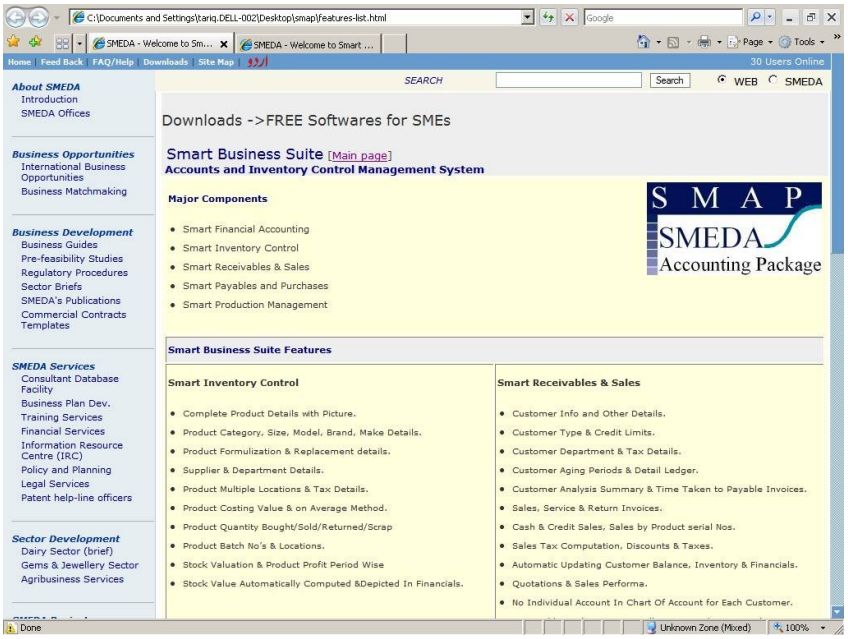

Downloads ->FREE Softwares for SMEs
Smart Business Suite [Main page]
Accounts and Inventory Control Management System
Major Components
Smart Financial Accounting
Smart Inventory Control
Smart Receivables & Sales
Smart Payables and Purchases
Smart Production Management
S M A P
SMEDA
Accounting Package
Smart Business Suite Features
Smart Inventory Control
Complete Product Details with Picture.
Product Category, Size, Model, Brand, Make Details.
Product Formulization & Replacement details.
Supplier & Department Details.
Product Multiple Locations & Tax Details.
Product Costing Value & on Average Method.
Product Quantity Bought/Sold/Returned/Scrap
Product Batch No's & Locations.
Stock Valuation & Product Profit Period Wise
Stock Value Automatically Computed &Depicted In Financials.
Smart Receivables & Sales
Customer Info and Other Details.
Customer Type & Credit Limits.
Customer Department & Tax Details.
Customer Aging Periods & Detail Ledger.
Customer Analysis Summary & Time Taken to Payable Invoices.
Sales, Service & Return Invoices.
Cash & Credit Sales, Sales by Product serial Nos.
Sales Tax Computation, Discounts & Taxes.
Automatic Updating Customer Balance, Inventory & Financials.
Quotations & Sales Performa.
No Individual Account In Chart Of Account for Each Customer.

Figure: High level list of SMAP features

Installation Files for download

Installation Files Click on the link to download	MB
SMAP File (1 of 6) [DISK1]	5.70 Mb
SMAP File (2 of 6) [DISK2]	5.65 Mb
SMAP File (3 of 6) [DISK3]	6.05 Mb
SMAP File (4 of 6) [DISK4]	6.15 Mb
SMAP File (5 of 6) [DISK5]	6.15 Mb
SMAP File (6 of 6) [DISK6]	4.30 Mb
Download SMAP User Manual (English | Urdu)	

Figure: SMAP is broken down in six files – make it easy to download them one-by-one

Click on these files one-by-one to download. For each files, a download dialogue will open, choose option 'Save to Disk'. Save the file to any convenient folder on your computer. Download all the files in the same folder

2.2) HARDWARE REQUIREMENTS

Following is the minimum hardware and software requirements to run this software:

Operating System: Windows 98 / Windows NT / Windows 2000 / Windows XP

Hardware Requirements: Pentium II or better, Min 64MB RAM, 110MB free hard disk space (50MB for SMAP download copy, 60MB for installation and running this application)

3) INSTALLATION OF SMAP

3.1) HOW TO INSTALL SMAP

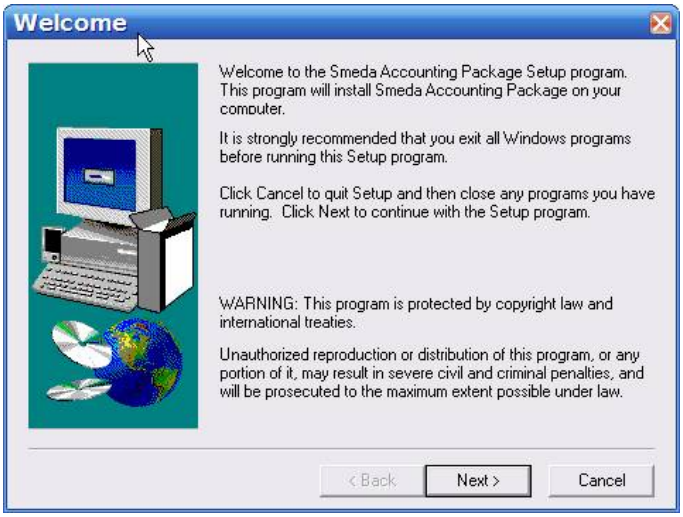
Double click on the filename you have downloaded or run it to extract the zipped files in a convenient folder on your computer. Once the extraction (unzip process) has been completed for all the files, run the "Setup.Exe" file from folder Disk1.

This is the main setup program that will take care of copying SMAP software on your hard disk.

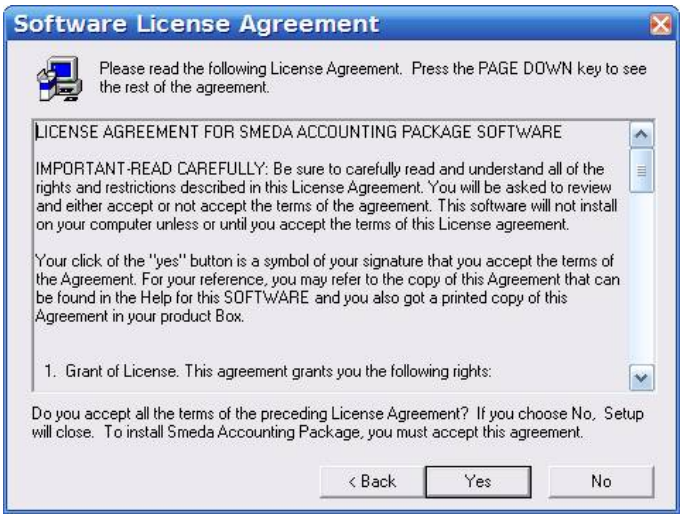
The SMAP program (SETUP.EXE) guides you through the installation process and installs the SMAP files on your computer. To Install SMAP:

6) Run Setup.EXE file from the folder you have downloaded from SMEDA web site.
7) The SMAP installation program starts and guides you through the installation process. Follow the instructions on the screen.

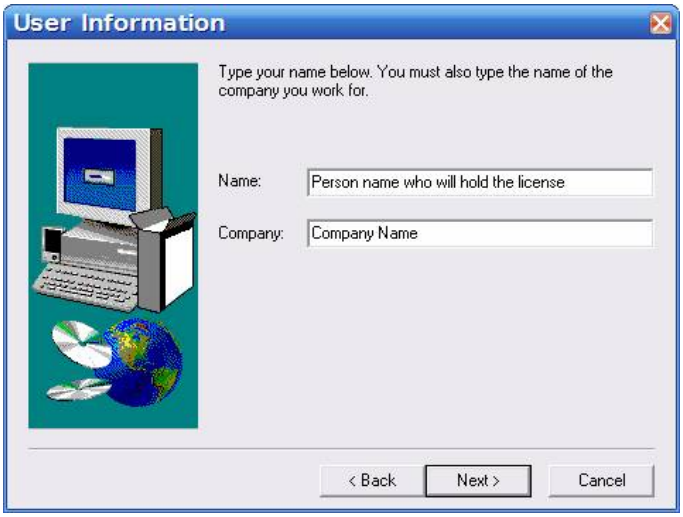
First screen of setup: Setup's Welcome screen


Welcome
Welcome to the Smeda Accounting Package Setup program. This program will install Smeda Accounting Package on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup program.
Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
< Back
Next >
Cancel

Next you will see: Setup's Software License Agreement screen


Software License Agreement
Please read the following License Agreement. Press the PAGE DOWN key to see the rest of the agreement.
LICENSE AGREEMENT FOR SMEDA ACCOUNTING PACKAGE SOFTWARE
IMPORTANT-READ CAREFULLY: Be sure to carefully read and understand all of the rights and restrictions described in this License Agreement. You will be asked to review and either accept or not accept the terms of the agreement. This software will not install on your computer unless or until you accept the terms of this License agreement.
Your click of the "yes" button is a symbol of your signature that you accept the terms of the Agreement. For your reference, you may refer to the copy of this Agreement that can be found in the Help for this SOFTWARE and you also got a printed copy of this Agreement in your product Box.
1. Grant of License. This agreement grants you the following rights:
Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install Smeda Accounting Package, you must accept this agreement.
< Back
Yes
No

Once user is agreed with license agreement,


User Information
Type your name below. You must also type the name of the company you work for.
Name:
Person name who will hold the license
Company:
Company Name
< Back
Next >
Cancel

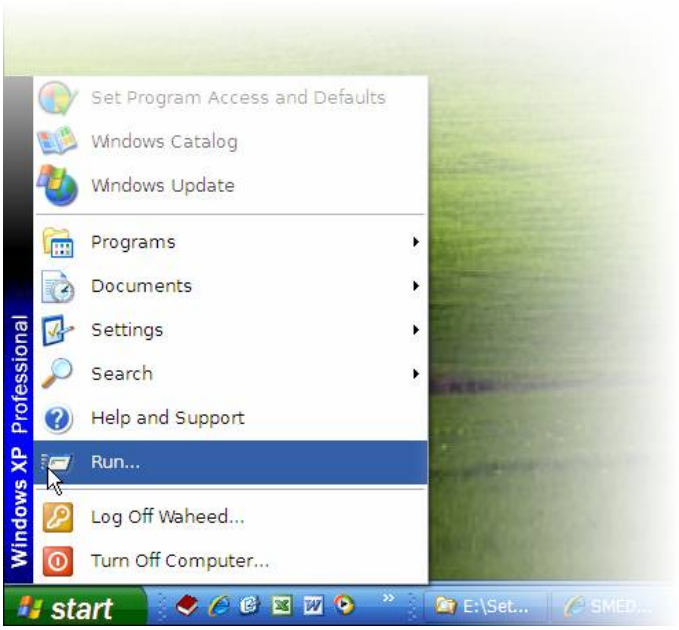
Select the drive and folder on your hard disk where you want to install SMAP application.

User can change the Destination Director by clicking on "Browse…" button. When the destination directory is confirmed, press "Next" button.

Choose Destination Location
Setup will install Smeda Accounting Package in the following directory.
To install to this directory, click Next.
To install to a different directory, click Browse and select another directory.
You can choose not to install Smeda Accounting Package by clicking Cancel to exit Setup.
Destination Directory
C:\...\Smeda Accounting Package
Browse...
< Back
Next >
Cancel

Select Program Folder
Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing Folders list. Click Next to continue.
Program Folders:
Smeda Accounting Package
Existing Folders:
Microsoft Office
Microsoft SQL Server
Microsoft Visual Studio 2005
Microsoft Visual Studio 6.0
Nero
OpenInsight 8.0
OpenInsight 8.0.1
Smeda Accounting Package
< Back
Next >
Cancel

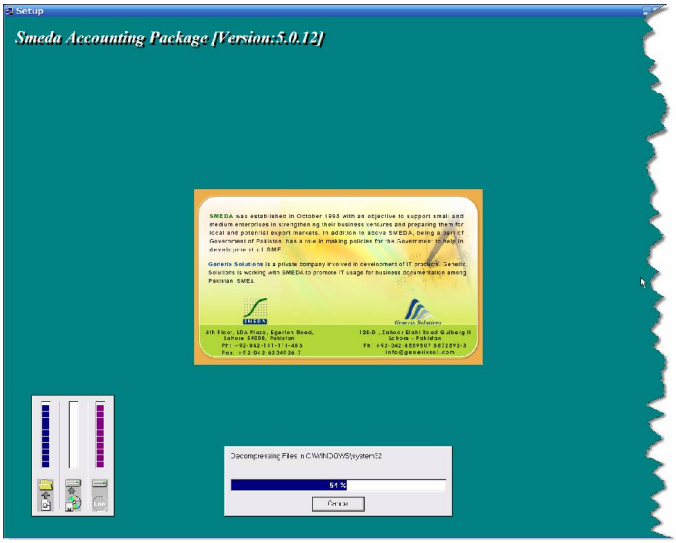
Keep Program Folder name as it is, unless you are an experience user and want to have SMAP in different program folder. This name will be available to you when you press MS Window's "Start" button.



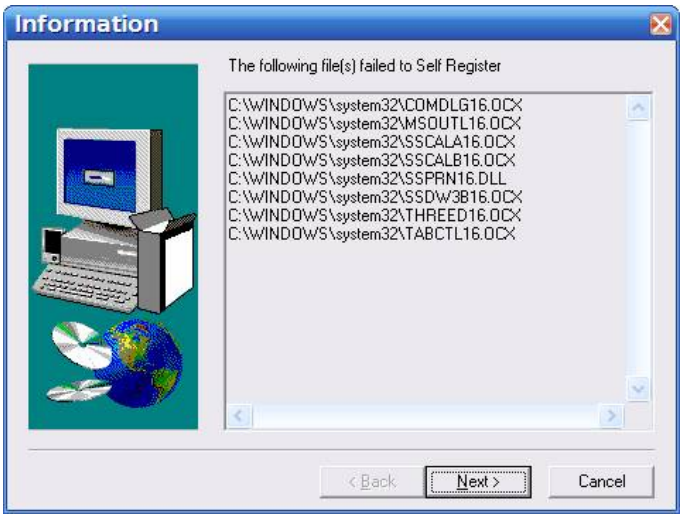
Final confirmation before system will start installation according to your setup choice:

Start Copying Files
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
Setup Type:
Complete
Target Folder
C:\Program Files\Generix Solutions\Smeda Accounting I
User Information
Name: Person name who will hold the license
Company: Company Name
< Back
Next >
Cancel

After the confirmation, system will start copying SMAP on your computer. Following screen will take few seconds while copying:



As part of installation, in order to run SMAP on your computer, MS Windows needs few files to be registered. This registration will be done automatically by the SMAP Setup program. But due to some reasons; like these files are already registered on your computer; following "Information" message will appear.



This is just information to you, therefore you can press "Next" to continue with your Setup.

After successful installation, system will inform you about the completion:

Setup Complete
Setup has finished copying files to your computer.
Before you can use the program, you must restart Windows or your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish

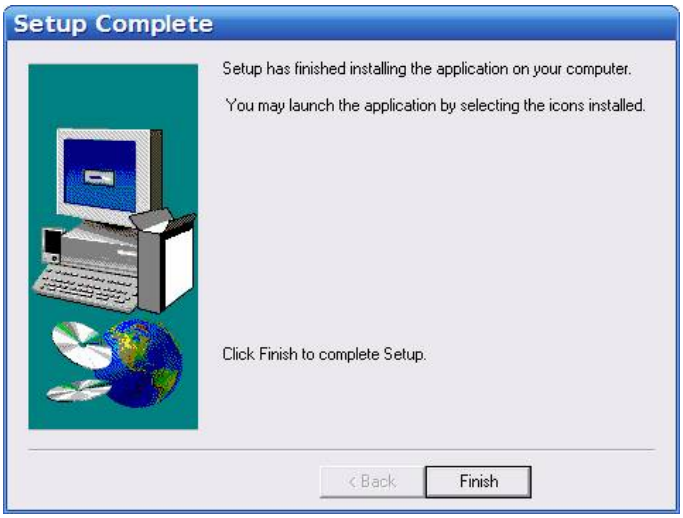
On this screen you will have two options before finish the Setup.

Yes, I want to restart my computer now

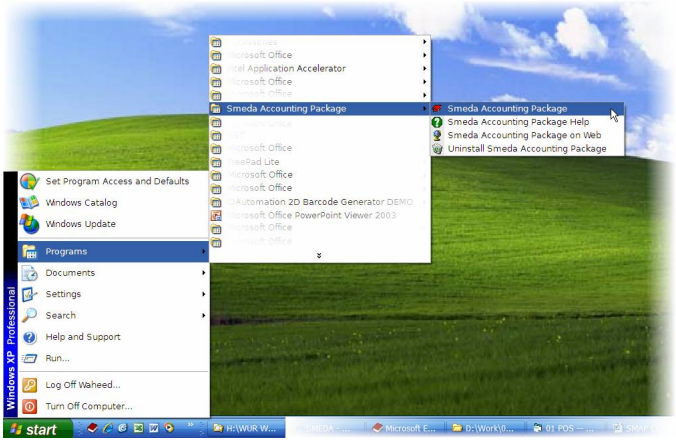
No, I will restart my computer later.

It is recommended that you must restart your computer so that MS Windows should know about new installation and new files that were registered. If you chose "Yes"

and press "Finish" button, then computer will restart by closing any opened program, otherwise, following screen will appear:


Setup Complete
Setup has finished installing the application on your computer.
You may launch the application by selecting the icons installed.
Click Finish to complete Setup.
< Back
Finish

3.2) RUNNING SMAP APPLICATION



3.3) UNABLE TO RUN OR VIEW REPORTS?

After installation, if SMAP does not run or reports do not display on the screen, please run “Winjet” from Win32 folder downloaded from SMEDA web site.

3.4) SET THE DATABASE LOCATION (NETWORK SETTINGS)

8) When you run the SMAP application for the first time, system will automatically ask you about the database location.

9) If your choose “Specify this computer as: “Server”, then you will be allowed to ‘Save and Continue’ or ‘Exit Application’

10) But if you choose this computer as 'Client', then you will be allowed to select the database file at location other than default offered by the system.

Figure: Database location setting.

3.5) HOW TO GET SMAP REGISTERED

When you run SMAP application for the first time, the registration screen will automatically open for you:

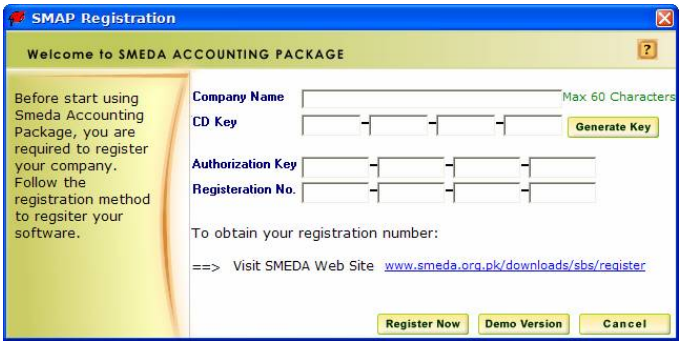

SMAP Registration
Welcome to SMEDA ACCOUNTING PACKAGE
Before start using Smeda Accounting Package, you are required to register your company. Follow the registration method to regsiter your software.
Company Name
Max 60 Characters
CD Key
Generate Key
Authorization Key
Registeration No.
To obtain your registration number:
==> Visit SMEDA Web Site www.smeda.org.pk/downloads/sbs/register
Register Now
Demo Version
Cancel

Figure: SMAP Registration screen where you will enter same 'Company Name' and 'CD Key' that you will get from SMEDA web site

Figure: Alternate option to open "SMAP Registration" window

If you press "Cancel" button on SAM Registration window, system will exit from the software.

11) To registered, visit the following web address: www.smeda.org and follow the instructions provided on SMAP page.

3.5.1) Obtain your Registration No.

To obtain a registration number, do one of the following:

12) Visit SMEDA web site. Enter the company name, address, telephone no., Serial No., and authorization key. You will be provided the registration number. This service is available 24 hours a day.

13) When finished entering your registration information, click Register Now to start using SMAP applications.

14) If you select the Demo Version option, you can use SMAP Suite for a limited number of times.

15) If you select cancel, the registration process will be closed.

16) Important: Write down your SMAP CD key, authorization key and registration number and keep them in a safe place in case you ever need to reinstall the product

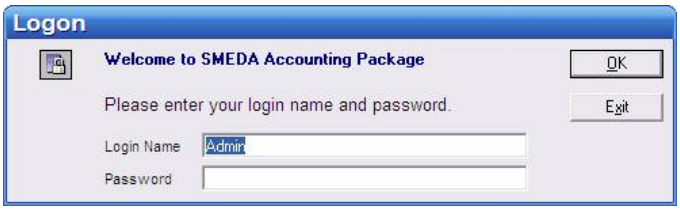


Figure: User logon screen

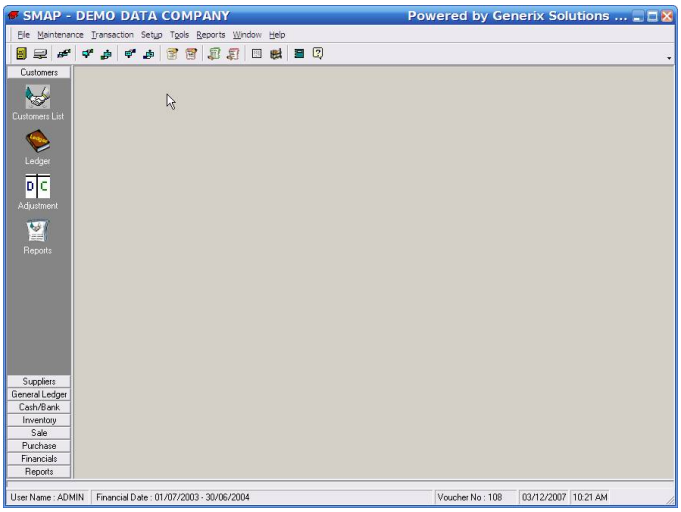


Figure: Main screen of SMAP

3.5.2) Setup your company – Company Setup Wizard

One of the first things you'll want to do when you've installed SMAP is to set up your company. To get things started, SMAP provides the company setup wizard.

For instance, you have completed step 1 and 2 but in step 3 you don't know what your company's financial year is. Then Cancel button allows you to quit the information you have entered because this information will be saved and you are not required to enter again. For the next time when you will start SMAP the information entered of step 1 and 2 will automatically display.

3.5.2.1) Step1- Company Setup – Enter your Company Information

You use the company information window to enter basic information about your company such as

Company name, Business type and Address information

Telephone and Fax numbers

Sales Tax and NTN No.

E-mail and URL.

Select one of the following Business Type according to your business needs and nature.

Manufacturing concerns: Setup your company with trading and production modules only.

Trading concerns: Setup your company with trading and services modules only.

Services concerns: Setup your company with services module only.

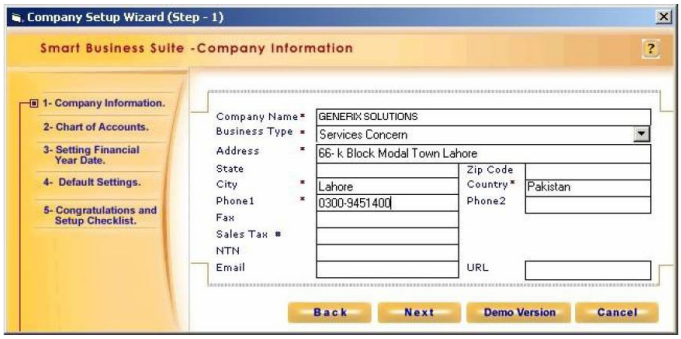


Figure: Company Setup – Step 1

You can also change the business type later on. Go to Maintenance – Company Preference menu. Following screen will open, and change your desired company type.

Important:

17) Select "Business Type" matching with the nature of your business. Only those modules will be available in the software which covers selected business type scope.

18) However, you can change Business Type through "Company Preferences" screen under the Maintenance menu.

Figure: Change your company preferences

19) You can also select "Demo Version" if you want to explore SMAP features without entering your actual business data.

20) Exploring the Demo Version, does not required registration. Therefore, you can use this application without getting registered.

When you're finished entering information, select the "Next" button for creating your Chart of Accounts.

3.5.2.2) Step2- Company Setup – Create your Chart of Accounts

Chart of Accounts

Chart of Accounts is a list of ledger account names and numbers arranged in the order in which they customarily appear in the financial statements. The chart serves as a useful source for locating a given account within the ledger.

The numbering system for the chart of accounts must leave room for new accounts.

A range of numbers is assigned to each financial statement category. For example, Asset accounts may be assigned the numbers 1-100 and Liabilities assigned 101-200.

For large businesses, a wider range of numbers would be required for each grouping.

In fact, some companies employ a three-part numbering system for each account. In such a case, the first part identifies the financial statement category and the remaining digits apply to the position of that account within that category. For example, 01 may be the first digit for Assets, and Cash, being the first asset account, would be identified as 101.

SMAP offers your two different ways to setup your Chart of Accounts.

3.5.2.3) Setup 2 (Cntd.) – Chart of Accounts based on a sample company

Your company's Chart of Accounts is a complete list of all account names that will be used in the General Ledger. Each account is associated with an account ID to help locate it when recording data.

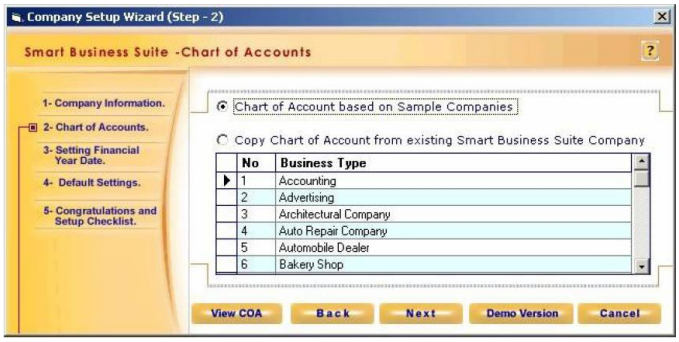


Figure: Create Chart of Account through Company Setup wizard

SMAP provides 50 sample companies from which you can select the chart of accounts. You can modify the Chart of Accounts to meet the specific needs of your business in the future.

21) Start Company Setup wizard and make sure the Setup a company based on one of several sample companies chart of accounts option is selected.

22) Select the Chart of Accounts that matches your business type from the list. For example, if your company sells computers, select Computer Retailer from the list.

23) To display the Chart of Accounts you selected, select the "View COA" button.

3.5.2.4) Step 2 (Cntd.) – Copy Chart of Accounts from existing SMAP application:

When you are using more than one company with license version, you can copy Chart of Accounts for new companies. This option is useful if you have already made a chart of accounts of your one company and you can save time by importing existing Chart of Accounts.

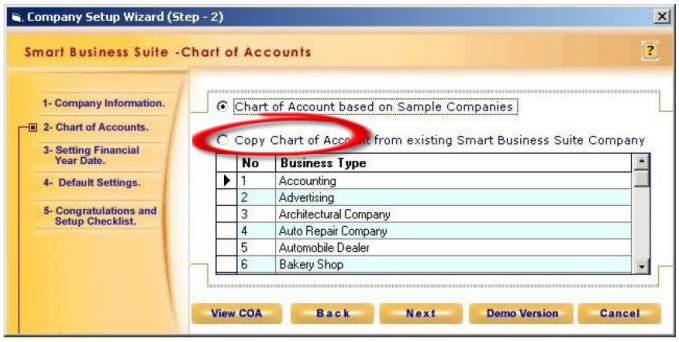


Figure: Copy "Chart of Account" from any other SMAP company

24) Start Company Setup wizard and select the option "Copy Chart of Accounts from an existing SMAP company"

25) In select data file, you can see the path of that file from which you want to copy Chart of Accounts.

26) Click Browse and select the files and folders where the data file of existing company is already saved.

27) When finished entering the File Name, click save button. Select the Next button to continue setting up financial year date of your company.

Here you have option of going back if you want to make any correction. Press "Back" button to go to the previous window.

3.5.2.5) Step 3 – Company Setup - Setting Financial Year date

Financial year dates need to be established for setting up your company and entering data. This is a way to know how successfully business has operated.

28) In "Description" field, you are required to enter a descriptive name of Fiscal Year. For example, "Year 2007"

29) Enter the "Start" and "End" dates of Fiscal Year. It must be dates of which you want to know all account balances, Customer Balances, Supplier Balances, etc.

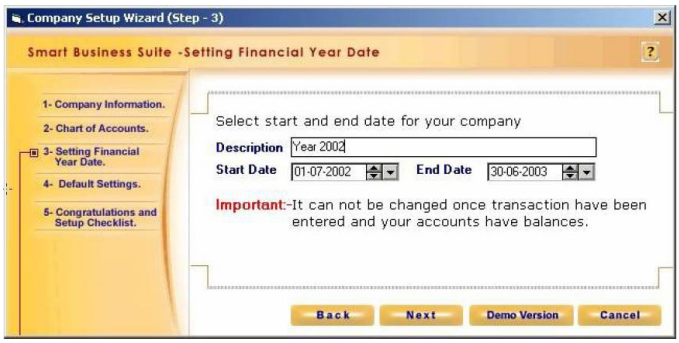


Figure: Define your Fiscal Year

To continue setting up your company, select the Next button. System will take you to next screen.

3.5.2.6) Step 4 – Company Setup - Default Settings

As part of the SMAP setup, you also need to define some default values. These are important for your as well as for system, because based upon these values, system takes decision about how it should run for your business.

The window of Company Setup Wizard shows the lists of all customer, supplier, and product defaults that will be set up in your company.

To continue setting up your company, select the "Next" button.

3.5.2.7) Step 5 – Company Setup- congratulations and setup checklist

Select on of the following options.

Yes, I would like to follow the Setup Checklist

No, I do not need the Setup Checklist

Select the "Finish" button to save your company settings.

Default user – "Admin"

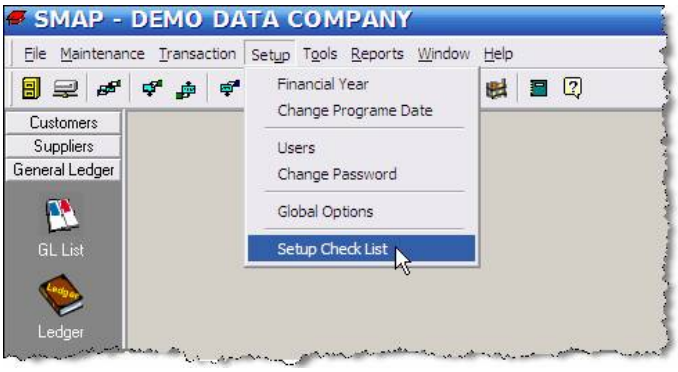
SMAP has defined a default user "Admin" for you so that you can start using the software even you have not created any user.

There is no password for this user at moment, therefore you can leave the "Password:" field blank.

3.5.3) Setup Checklist

This list guides you through the process of setting up company default information, record data (such as product, supplier and customer records), and opening balances. It helps you track your company setup progress.

Go to Maintenance-Setup Checklist menu



Following window will open for you.

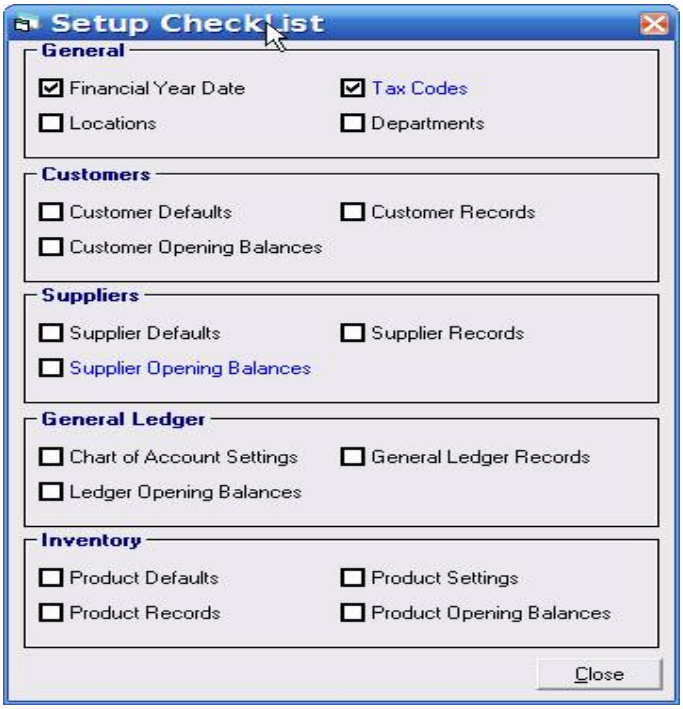


Figure: Setup Checklist – assists you to keep track of SMAP configuration setups

On this window, just check the setup option. The check mark tracks your progress towards completing setup.

It is recommended that you setup the Chart of Accounts and Beginning Balances for the General Ledger accounts first.

For each option, you can also open that particular window by clicking on its name. For example, press on “Departments”, system will open Departments window.

3.5.4) Explore "Demo Company" before your start

SMAP provides Demo Data (A Sample Company) that you can open and explore. The Demo Data allows you to look at company setup options and to practice entering records and transactions. This is a great way to introduce you to the features of SMAP without using your own Company Data.

Demo Data is installed during Smart Business Suite setup. There are two ways to run the Demo Data.

From the File menu, select Open Demo Data option. A logon window appears where you are required to enter the login name and password. Then click OK, to start using Demo Data.

OR

From the SMAP registration window select Demo Version option.

3.6) USING SMAP

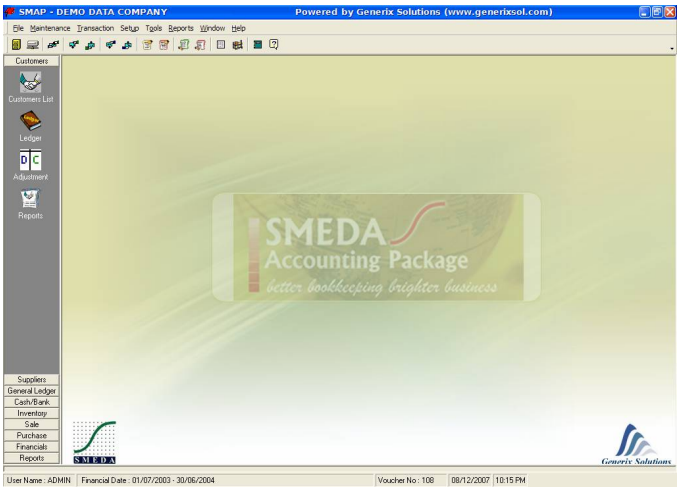


Figure: Main screen

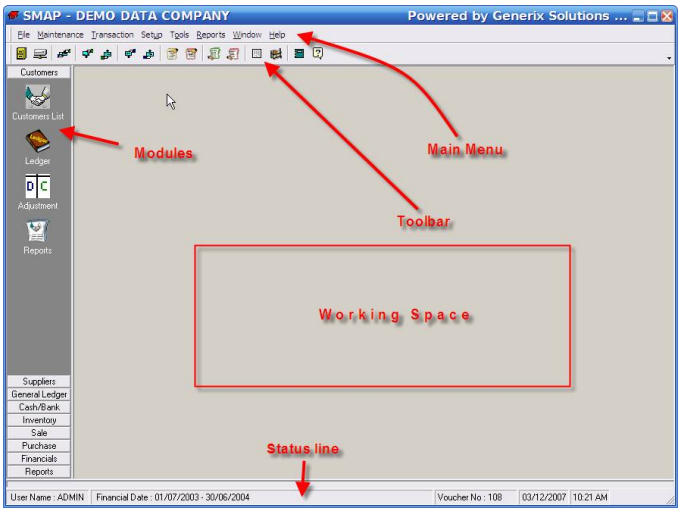


Figure: Main screen of SMAP

3.6.1) SMAP Software Modules

SMAP software is very user-friendly. The functionality of the software is organized in "Menus", "Navigator (on left hand side), and on screen "Buttons".

The complete functionality is grouped into different modules. These modules are as follows:

30) Customers
31) Suppliers
32) General Ledger
33) Cash/Bank
34) Inventory
35) Production
36) Sales
37) Purchase
38) Financials

These modules and their relevant functionality are available on each Navigator (of left side of the screen). This also includes the reports of each module. However, a separate "Reports" options is also provided through left navigator which offers same reports as available under each module.

The menus of the software are organized in mostly non-business functionality, i.e., from software perspectives.

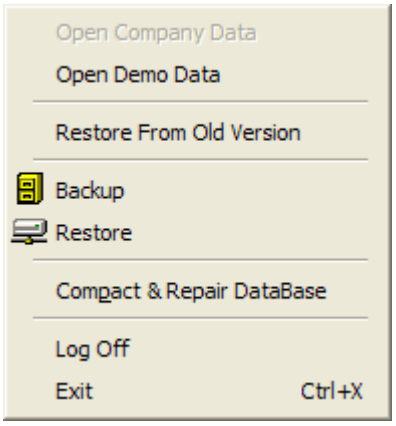
3.6.2) Explore SMAP Application Menu

3.6.2.1) Main Menu

SMAP Main menu consist of following items:

SMAP - DEMO DATA COMPANY
Powered by Generix Solutions (www.generixsol.com)
File Maintenance Transaction Setup Tools Reports Window Help
Customers

3.6.2.2) File Menu



39) The File menu is used to open the database of your company.

40) It also allows you to run SMAP using Demo data (see Open Demo Data).

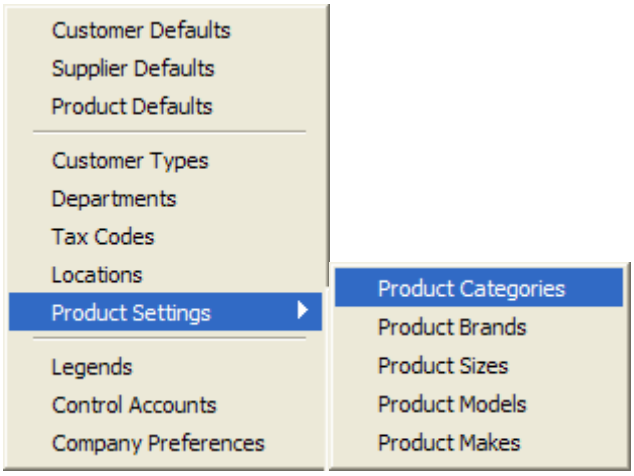
41) You can make backups of your data using “Backup” option, and similarly, in case of any problem with your data, you can restore a previous backup.

42) Due to some technically problem with your database, system has the built-in ability to repair itself. Sometime, due to deleting the records, there are un-used spaces remain in the database, for that, it is recommended that you ‘compact’ it time-to-time. For both reasons, there is an option available “Compact & Repair Database” in File menu.

43) Log Off – It allows you to switch to another user.

44) When user selects “Log Off” option, then follow window will appear. It is same window that is open at the time of SMAP starting and system asks the User ID for log in to the system.

3.6.2.3) Maintenance Menu

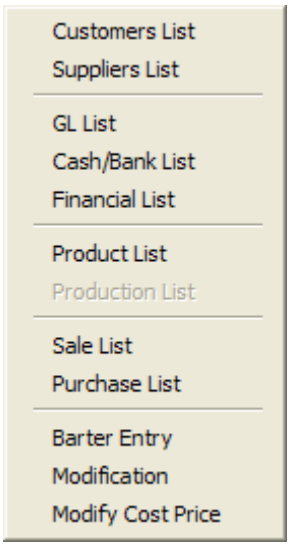


45) The Maintenance menu has different windows used to enter default information about Customers, Suppliers, and Products.

46) Some other settings can also be done from this menu, e.g., Locations, Tax codes, Departments, Company Preferences and Control Accounts (for General Ledger).

47) The settings for Production can also be done from "Production Settings" sub menu.

3.6.2.4) Transaction Menu

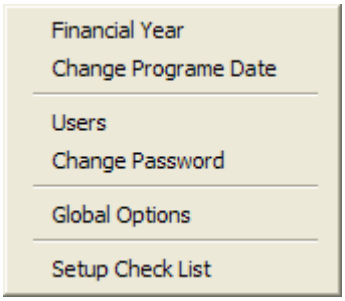


48) Use the Transaction menu to view the list of Customers, Suppliers, G/L, Production, Sales, Purchase, Cash & Bank etc.

49) Modifications in to existing transactions

50) And also, the option to enter Barter transactions is available through this menu.

3.6.2.5) Setup Menu

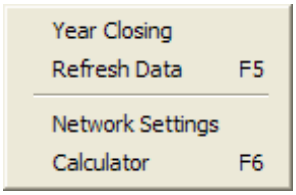


51) The menu has different items related to SMAP settings; e.g., set your Financial Year, Change Program Date, create new users or change password of current logged in user.

52) Global option related to Invoice and Inventory

53) You can also maintain Setup Checklist through this menu

3.6.2.6) Tools Menu

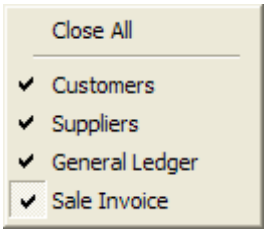


Use Tools menu to Close current financial year, use Calculator and Refresh Data.

3.6.2.7) Reports Menu

Use the Reports menu to access categorized list of Reports and Financial statements related to all modules.

3.6.2.8) Window Menu



Use Window menu to view which SMAP screen(s) are opened.

You can use this menu to close all opened screens (windows).

3.6.2.9) Help Menu

54) The Help menu offers you online help.

55) If SMAP has not yet registered with SMAEDA, then use “Register Now” option to enter required information to get registered.

56) The latest information about other products and services from the developers of SMEDA software can also be accessed through this menu.

3.6.3) General information about the SMAP application

57) On most of data entry windows, use Tab key to move to next field. Or Shift-Tab to move to previous field.

58) Behavior of Dropdown fields

59) Suppose you are working in a window, let’s say in Supplier Record. System is offering you some pre-defined data in dropdown fields, for example, Default Purchase Account, or Default Tax Code, etc. These fields have data which you have already defined in some other windows.

60) Situation: While remain in this window, if you access main menu and select Maintenance-Tax Codes, and change some of the record(s).

61) System Behavior: These changes will not automatically refresh on already opened Supplier Record window.

62) Solution: Such changes and such dropdown fields will always be available when to open the window (Supplier Record window in our case) next time.

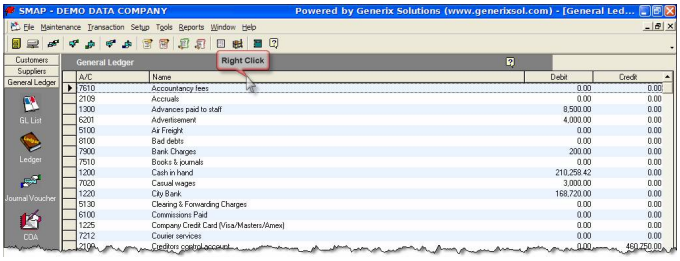
63) 

Figure: Right-click on a column header will hide that column

64)

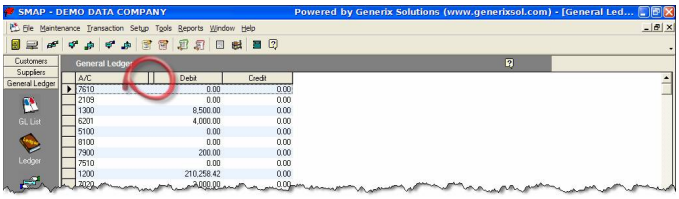
65) 

Figure: See the hidden column. If you right-click on such hidden column, system will un-hide it to its original position.

66) On almost every grid, you can hide a column by right-clicking on its header. You can call it back (unhide) by again right-clicking on its header.

67) On line help is available at most of the places. For this, press (using mouse), system will open the relevant help page.

68) If you try to run SMAP application twice while it is already running, then system may not perform normal, and probably halt the overall Windows. See the Windows halted looks like as follows:

Figure: A second SMAP session was tried to run, and as a result the overall Windows has been halted.

69) You can escape from this situation, by pressing Ctrl + Alt + Del key. The Windows Task Manager window will open, from where; you can choose “End Task” to terminate all SMAP session.

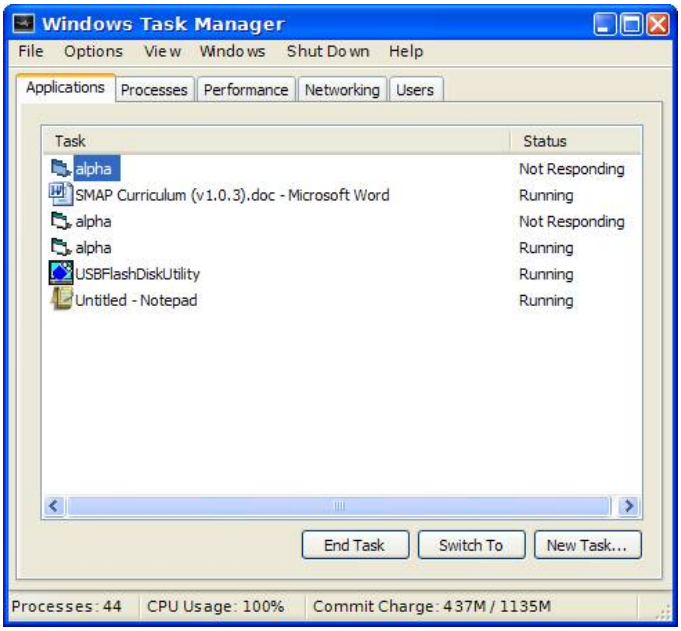

Windows Task Manager
File Options View Windows Shut Down Help
Applications Processes Performance Networking Users
Task Status
alpha Not Responding
SMAP Curriculum (v1.0.3).doc - Microsoft Word Running
alpha Not Responding
alpha Running
USBFlashDiskUtility Running
Untitled - Notepad Running
End Task Switch To New Task...
Processes: 44 CPU Usage: 100% Commit Charge: 437M / 1135M

Figure: Using ‘Windows Task Manager’, you can terminate (press ‘End Task’ button) the halted session.

3.6.4) SMAP Standard Shortcut keys

3.6.4.1) Form Toolbar Buttons

Shortcut Key	Description
Alt + A	Add button – to add new record
Alt + E	Edit button – to edit selected record
Alt + D	Delete button – to delete selected record
Alt + L	Clear button
Alt + P	Print button – to print the list
Alt + F	Find button – to find a record using selected column
Alt + C	Close button – to close the form
Alt + S	Save button – to save the current record
Alt + N	Cancel button – to cancel the data entry
Alt + I	Cancel Invoice

3.6.4.2) Standard Keys

Following keys are also applicable during the data entry

Shortcut Key	Description
Alt + G	Open 'Range' selection window, e.g., see Ledger form
Alt + R	Run a report
Ctrl + M	Access Master grid on a form. For example, see Product grid on Sales Invoice, by pressing Ctrl + M, cursor will go to Product grid.
Ctrl + N	Access Detail Grid on a form.
F1	Online help
F11	Switch the search focus from Account ID to Account Title. It is applicable on G/L Payment and G/L Receipt form.
F2	Select data from combo box
F4	Open a combo box
F5	Refresh data
F6	Online Calculator

3.6.5) About Report Preview window

The Report Preview shows you what the report looks like when sent to the printer. This makes it easy to see if whether what you entered the report criteria meet your expectations. The Report Preview uses live data so that you have an accurate presentation.

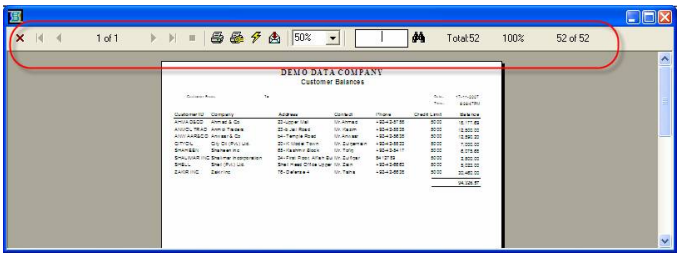


Figure: Report preview window and its toolbar

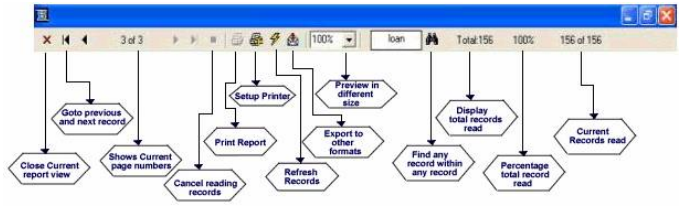
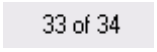


Figure: Short explanation of Report Preview toolbar

3.6.5.1) What toolbar buttons will do

Button	What it will do
	Close current report view window
	Go to first page
	Go to previous page
	Current page number being displayed

Format is “x of y” – where x= current page, y=total number of pages

Sometime you will see something like +1 in place of “y”. It shows that system is still gathering information from database and total number of pages is increasing. When you feel that all data has been read, you can press “Last page” button so that system can accurately update the “y” (total number of pages)

	Go to next page
	Go to last page
	Send current report to default printer

System will also offer you the selection of pages or number of copies to be printed

It will display following dialog box:

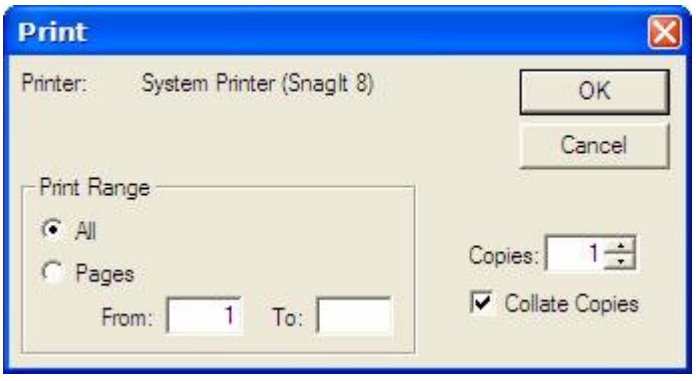


Figure: Print dialog box

Printer setup button

When you have more then one printer installed with you computer or on your network, then probably you may need to select different printer for selective reports. In that case, by pressing Print Setup button, you can select one of available printers.

Note that change the page orientation (Portrait or Landscape) may not necessarily change the report output because all reports in SMAP are pre-designed for a specific paper orientation.

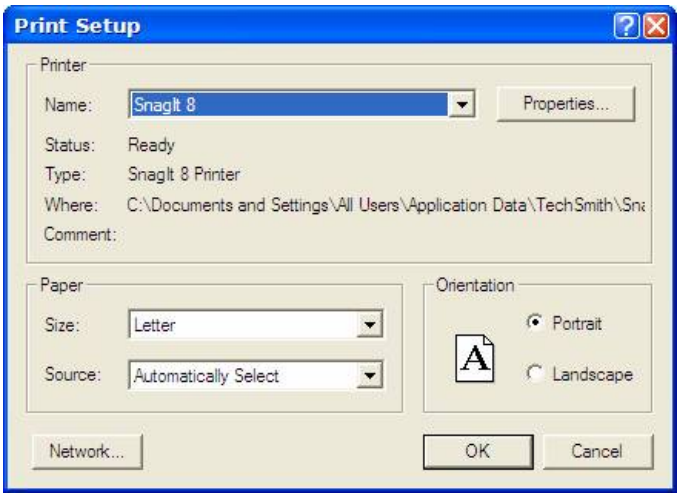


Figure: Print Setup dialog

Refresh data being displayed in the report.

Export button – Sometime it is required to save your report on disk instead of getting it on paper. SMAP offers you different format for saving a report.

On pressing Export button, following dialog box will open:

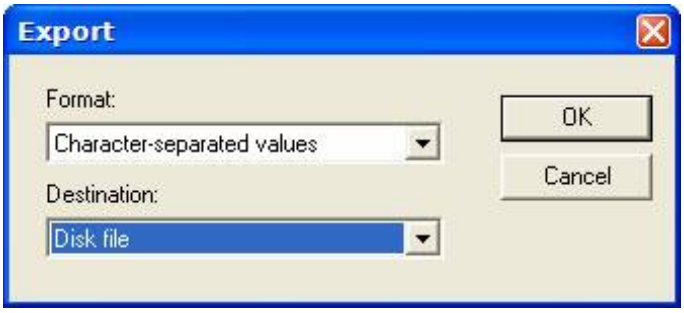
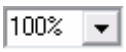


Figure: Report export options

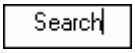
Note: that there are many formats available to you, most popular are, for example: MS Excel, MS Word, HTML, Lotus 123, or plain text. Try them by yourself

and see the different between these formats. When time comes, this exercise will help you in choosing most appropriate format for that specific report.



Magnification Factor – you can view a report in different magnification. A smaller percentage will tell SMAP to show multiple pages at a time. Minimum is 25% and maximum is 400%.

System has two pre-defined sizes that give you flexibility in viewing the page layout before actual printing; these are: "Page Width", and "Whole Page"

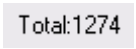


Search Text - Another powerful feature while viewing the reports

Note that in preview window, system can find your required text any where on the page. For instance; if you want to find a text "and", system can highlight any text that contains "and", e.g., "hand", "Lahore and Islamabad", "Freight and Octroi", etc.

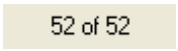
Note: After typing your required text in Search box, the cursor will remain in the Search box until you more it to any other place. Just keep on pressing ENTER to search next occurrence.

Search button – it will work with Search text box.



Shows total number of record that system has read in order to display this report

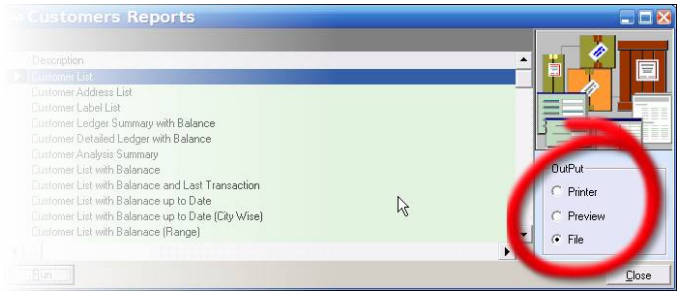
Shows the percentage of record that have been read



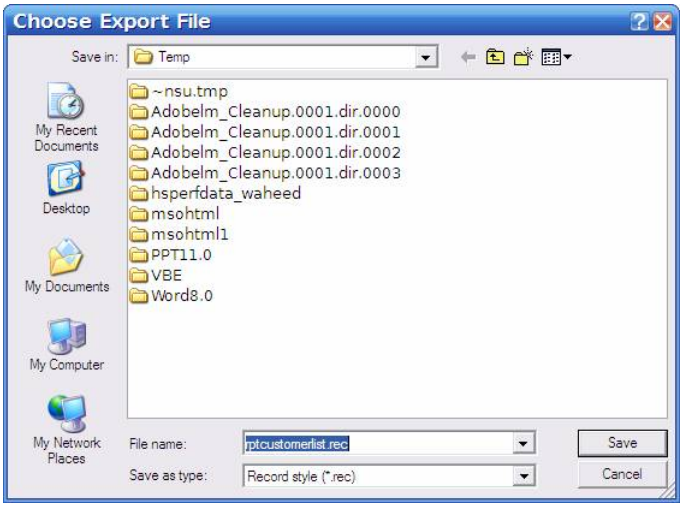
Shows current record being displayed

3.6.6) Report output options in SMAP

There are three options in the system to get the report output. These are:



When getting reports in "File" format, following dialog will appear. It will allow you to save the report with your desired name. You can select the hard disk Drive (C:, D:, etc.), or select the Folder for saving the report.


Choose Export File
Save in:
Temp
~nsu.tmp
Adobelm_Cleanup.0001.dir.0000
Adobelm_Cleanup.0001.dir.0001
Adobelm_Cleanup.0001.dir.0002
Adobelm_Cleanup.0001.dir.0003
hsperfdata_waheed
msohtml
msohtml1
PPT11.0
VBE
Word8.0
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
File name:
rptcustomerlist.rec
Save as type:
Record style (*.rec)
Save
Cancel

3.7) SMAP APPLICATION MODULES

3.7.1) Customers (module)

In SMAP, you can access functionality related to customer at following places:

70) Maintenance Menu
71) Customer Defaults settings
72) Transaction Menu
73) Customer List
74) On this screen, you can Add, Edit, or Delete a customer record.
75) Also you can print the Customer List from “Customer List” screen
76) Customer Navigator (side navigator)
77) Customer List (same as you have through Transaction Menu)
78) Customer Ledger
79) Customer Adjustments
80) Reports related to customer – following reports are available
81) Customer List
82) Customer Address List
83) Customer Label List
84) Customer Ledger Summary with Balance
85) Customer Detailed Ledger with Balance
86) Customer Analysis Summary
87) Customer List with Balance
88) Customer List with Balance and Last Transaction
89) Customer List with Balance up to Date
90) Customer List with Balance up to Date (City Wise)
91) Customer List with Balance (Range)
92) Customer Summary (Product Wise)
93) Customer Sale Summary (Product Wise)
94) Customer Aging
95) Customer Receipt Slip
96) Time Taken To Pay Sale Invoices
97) Time Taken To Pay Sale Invoices with Products

98) Time Taken To Pay Sale Invoices Summary

99) Invoice Expiry On Due Days

100) Customer Wise Sale Growth Analysis

101) Reports

102) Customer Reports (same screen as you access 'Reports' from Customer navigator)

Use Customers Navigation bar to view their list, maintain them, view their ledger, enter any Ledger adjustment entry and print their statements/reports.

Figure: Customers List

Using Customer's List option you can view, enter, change, and store information about customers. Customer's List window shows the list of all Customers already you have entered. On this list, each row shows Customer ID, Company name, Contact person, Telephone and current ledger balance information.

3.7.1.1) Customer data entry screen

Following is the customer record window:

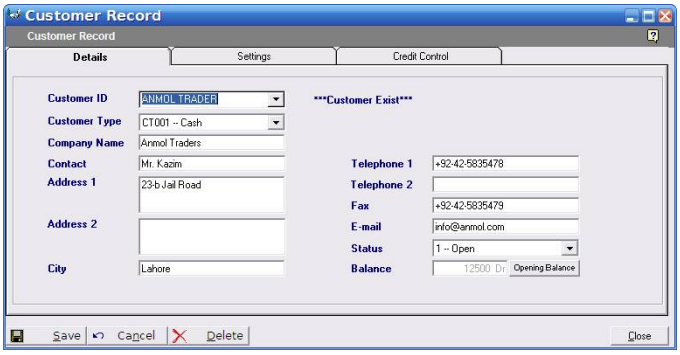


Figure: Customer's Detail tab

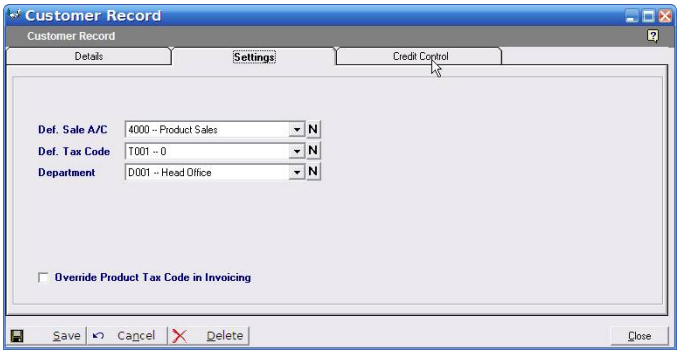


Figure: "Customer's Setting" tab

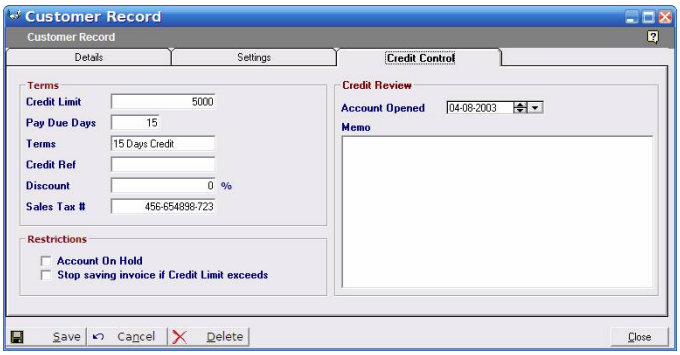


Figure: Customer's Credit Control tab

103) Press "Add" button to add more customers.

104) Press "Edit" button modify the particulars of an existing customer. For this, highlight that customer first, and then press "Edit" button to open detail record window.

105) Alternately, if you are already in the Customer window, you can choose existing customer

106) Customer record window has three (3) tabs:

107) Detail Tab (Basic Customer Information)

108) Settings Tab (Default G/L account settings)

109) Credit Control Tab (Credit and other information)

3.7.1.2) To delete a customer record

110) You can delete existing customer record through Customer's window list.

111) Follow these steps to delete a customer record:

112) Select the Customer you wish to delete from the Customer's window list.

113) OR

114) Select Customer from “Customer ID” Combo box provided on “Details” Tab of Customer record window.

115) Press “Delete” button. A Confirmation dialog box appears.

116) Confirm deletion by pressing “Yes” button, otherwise press “No”.

Note: A customer record can not be deleted if there is any transaction exists in the system against this customer.

3.7.1.3) Customers Opening Balance

Once you save a customer, you can enter Opening/Beginning balances for the customer. The customer beginning balance must not include any transactions (such as Sales) that you have already entered using Sales navigation bar, such as Sales Invoice or Service Invoice.

The opening balance will be entered for each customer on Customer window.

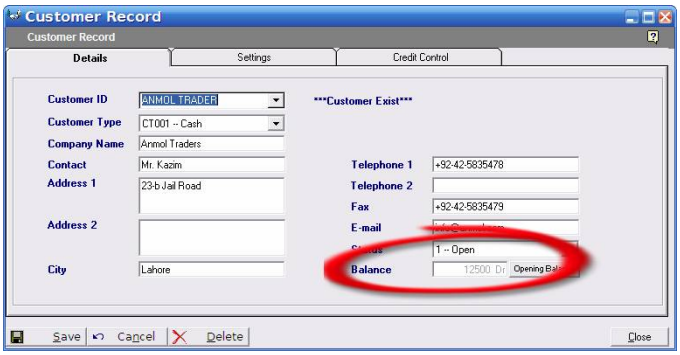


Figure: Entering opening balance

When you press "Opening Balance" button, following screen will open where you can enter Adjustments or the Opening Balance.

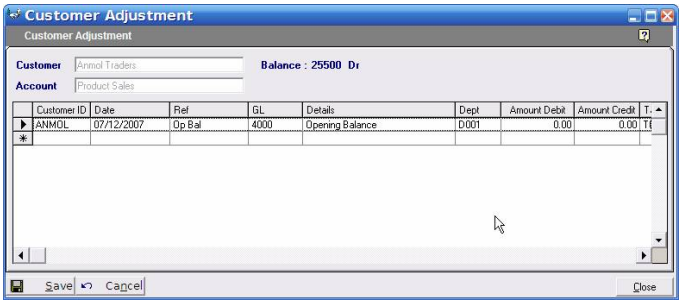


Figure: Customer Adjustment window, which can also be used for updating the Opening Balances

3.7.1.4) Customer Ledger

Customers Ledger is used to displays detail transactions and as well as outstanding balances of customers.

To view the Customer Ledger:

From the Customer's List window select the customer required and choose the "Ledger" button. The following report criteria window will appear:

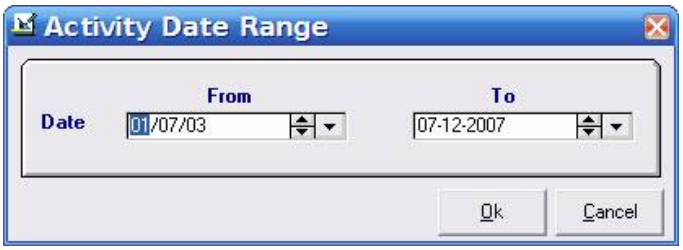


Figure: Activity Date Range window

Enter the date range you require, then press "OK" button. Following Ledger report window appears showing the transactions.

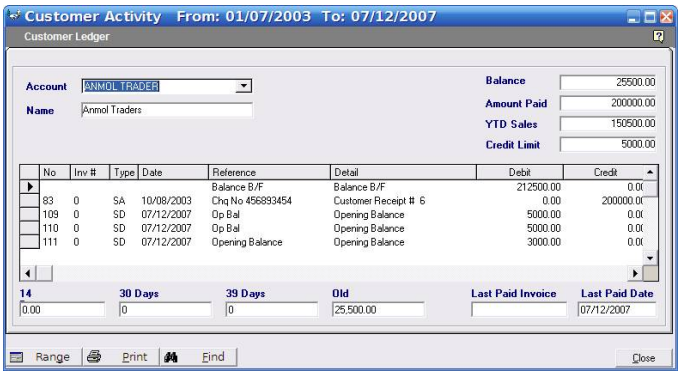


Figure: Customer Ledger window

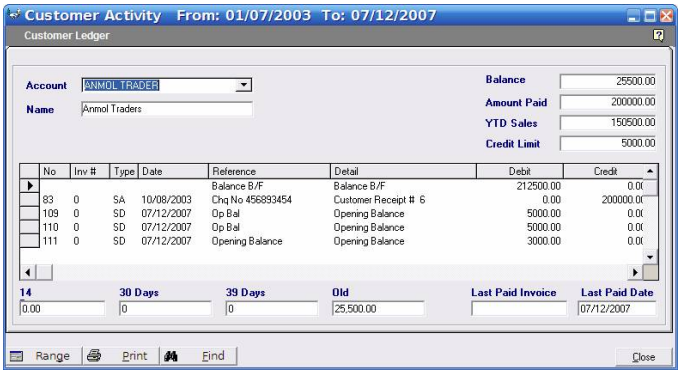

Customer Activity From: 01/07/2003 To: 07/12/2007
Customer Ledger
Account ANMOL TRADER
Name Anmol Traders
Balance 25500.00
Amount Paid 200000.00
YTD Sales 150500.00
Credit Limit 5000.00
No Inv # Type Date Reference Detail Debit Credit
Balance B/F Balance B/F 212500.00
83 0 SA 10/08/2003 Chq No 456893454 Customer Receipt # 6 0.00
109 0 SD 07/12/2007 Op Bal Opening Balance 5000.00
110 0 SD 07/12/2007 Op Bal Opening Balance 5000.00
111 0 SD 07/12/2007 Opening Balance Opening Balance 3000.00
14 30 Days 39 Days Old Last Paid Invoice Last Paid Date
0.00 0 0 25,500.00 07/12/2007
Range Print Find Close

Figure: Customer Ledger

Important about the "Customer Activity" window

The total debt of your selected customer that is less than 30 Days, will be shown in the Current total box.

To view another customer's transactions select that customer in the "Account:" box.

You can select another range of transactions at any time by choosing the Range button (see on the bottom of the screen).

Press "Print" button to take print of this Customer Ledger report.

You can find a transactions being displayed in the report. Select the column by clicking on the column header. Then press "Find" button and enter the value; matching record appears in the grid.

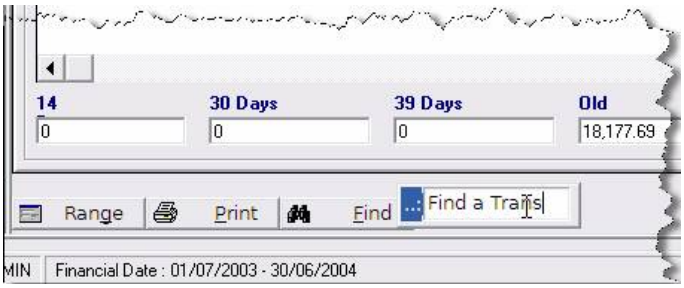


Figure: Date "Range", "Print" the report, and "Find" a transaction options available on Customer Ledger window

3.7.1.5) Customer Ledger – Detailed

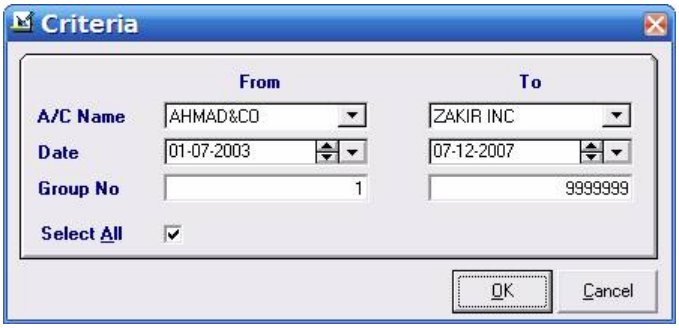


Figure: Report Criteria window

3.7.1.6) Customers Adjustments

Use this option to make adjustments to Customer's Ledger to adjust wrong entries, for example, giving extra discounts, or Credit Note, or add service charges, etc.

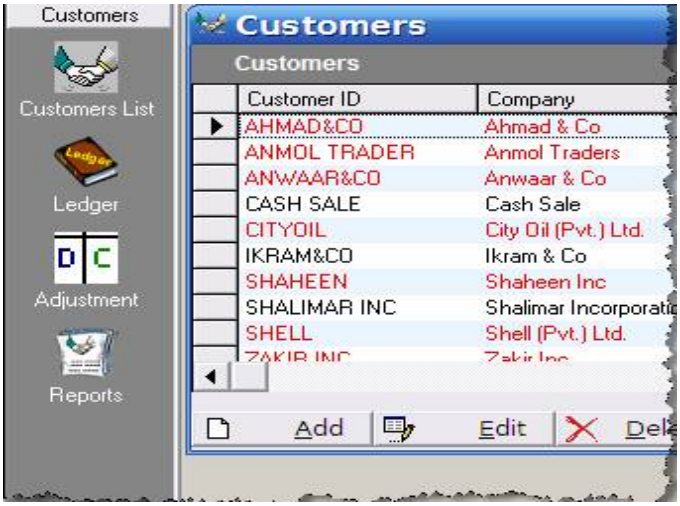


Figure: Select customer "Adjustment" option

From the Customers navigation bar choose the Adjustments button.

The Customers Adjustments window will appear.

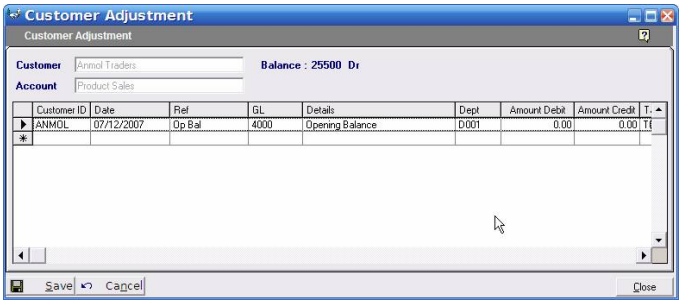


Figure: Customer Adjustment window

For each Adjustments note item, enter the following details one-line at a time: Customer ID, Date, Ref. No, G/L Account, Details, Dept, Amount Debit, Amount Credit, Tax ID and Tax Amount. Other boxes displayed on your window show the selected Customer Name and G/L Name.

On selecting Customer ID, current Balance will be shown. G/L Account, Department and Tax ID will be automatically selected according to Customer record settings.

To accept the adjustments, press “Save” button.

The details are `posted` instantly to update the General Ledger and the relevant customer’s details.

Press “Cancel” button to clear the data and start again.

The “Cancel” button does not cancel any entries you have already saved.

The “Close” button will close this window.

3.7.1.7) Customer’s related reports

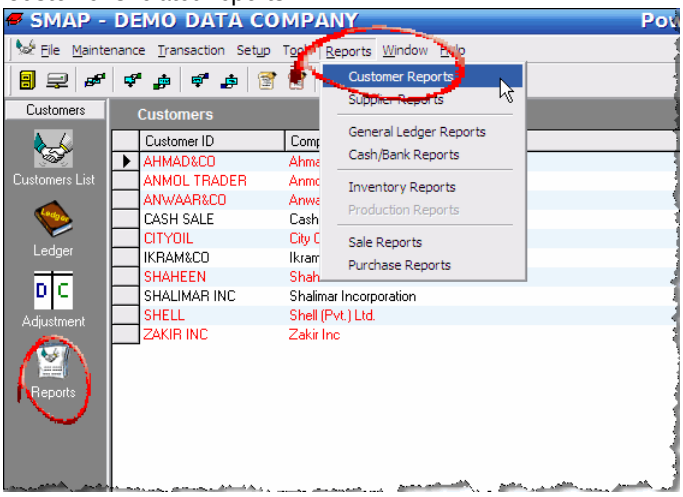


Figure: Two ways to access the “Customer Reports” window

Choose either option to open the list of Customer Reports available in the system. The following window will appear:

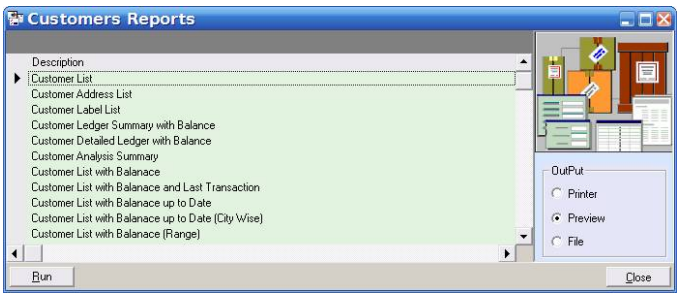


Figure: List of all Customer Reports available in the system

3.7.2) Suppliers (module)

In SMAP, you can access functionality related to suppliers at following places:

117) Maintenance Menu
118) Supplier Defaults settings
119) Transaction Menu
120) Supplier List
121) On this screen, you can Add, Edit, or Delete a supplier record
122) Also you can print the Supplier List from “Supplier List” screen
123) Supplier Navigator (side navigator)
124) Supplier List (same as you have through Transaction Menu)
125) Supplier Ledger
126) Supplier Adjustments
127) Reports related to supplier – following reports are available
128) Supplier List
129) Supplier Address List
130) Supplier Label List
131) Supplier Ledger Summary with Balance
132) Supplier Detailed Ledger with Balance
133) Supplier List with Balance
134) Supplier List with Balance (Range)
135) Supplier Payments Summary
136) Supplier Payment Slip

137) Supplier Purchase Detail (Product Wise)

138) Supplier Purchase Summary (Product Wise)

139) Supplier Aging

140) Reports

141) Supplier Reports (same screen as you access 'Reports' from Supplier navigator)

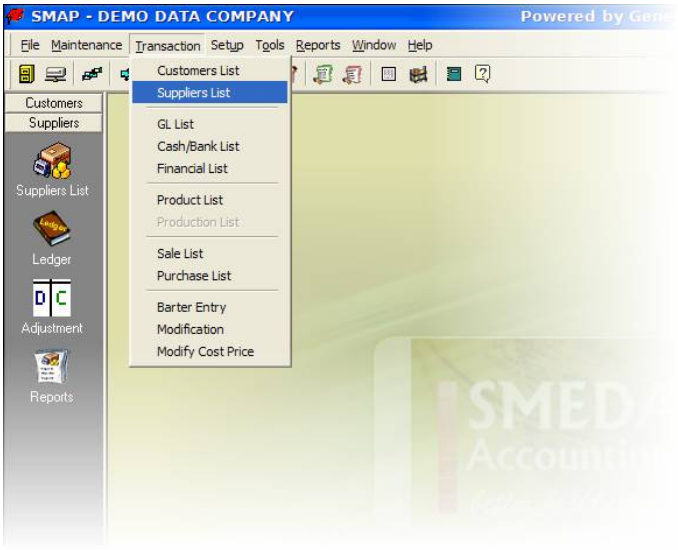


Figure: Access 'Suppliers List'

3.7.2.1) View Supplier's List

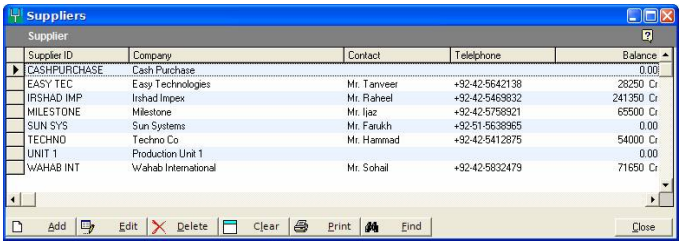

Suppliers
Supplier
Supplier ID | Company | Contact | Telephone | Balance
CASHPURCHASE | Cash Purchase | | | 0.00
EASY TEC | Easy Technologies | Mr. Tanveer | +92-42-5642138 | 28250 Cr
IRSHAD IMP | Irshad Impex | Mr. Raheel | +92-42-5469832 | 241350 Cr
MILESTONE | Milestone | Mr. Ijaz | +92-42-5758921 | 65500 Cr
SUN SYS | Sun Systems | Mr. Farukh | +92-51-5638965 | 0.00
TECHNO | Techno Co | Mr. Hammad | +92-42-5412875 | 54000 Cr
UNIT 1 | Production Unit 1 | | | 0.00
WAHAB INT | Wahab International | Mr. Sohail | +92-42-5832479 | 71650 Cr
Add Edit Delete Clear Print Find Close

Figure: Suppliers List

142) "Suppliers List" (see Transaction-Suppliers List menu) provide necessary functionality for maintaining the suppliers.

143) Through Suppliers List window, you can view existing suppliers, "Add" a new supplier, "Edit" and modify an existing record, and "Delete" a supplier record, or "Print" current list of suppliers.

144) There is also an option to "Find" a record.

145) The Suppliers List can be opened from Transaction-Suppliers List menu, or through side navigator.

Note: Records shown in red color, represents Supplier(s) who have exceeded their credit limit.

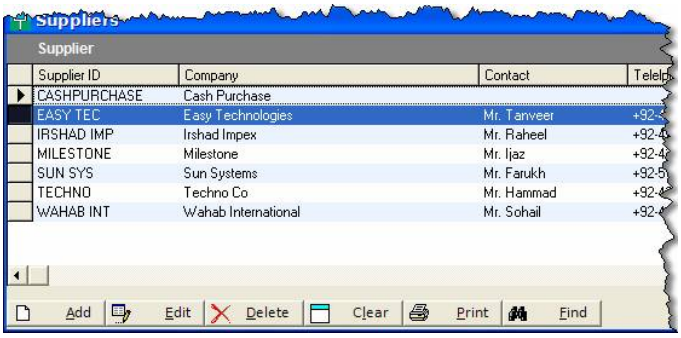


Figure: Functionality available on Suppliers List window

3.7.2.2) Add a new supplier

146) Press "Add" button from the Supplier's List window to create a new supplier. Following window will open for you:

147) Supplier record window includes following information

148) Detail Tab (Basic Supplier Information)

149) Settings Tab (Default G/L account settings)

150) Credit Control Tab (Credit and other information)

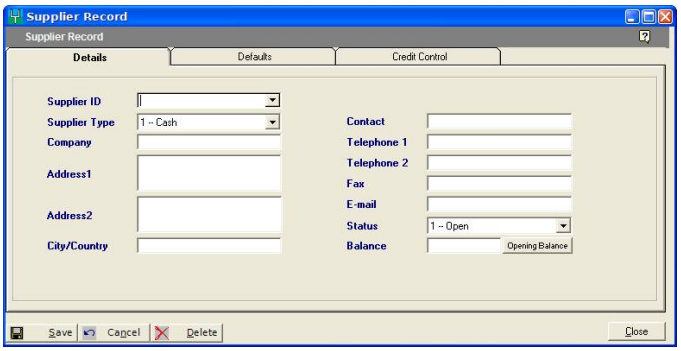


Figure: "Details" tab of "Supplier Record" window

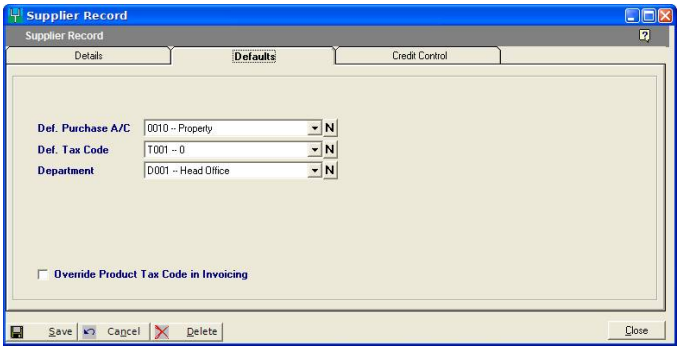


Figure: "Default" tab of "Supplier Record" window

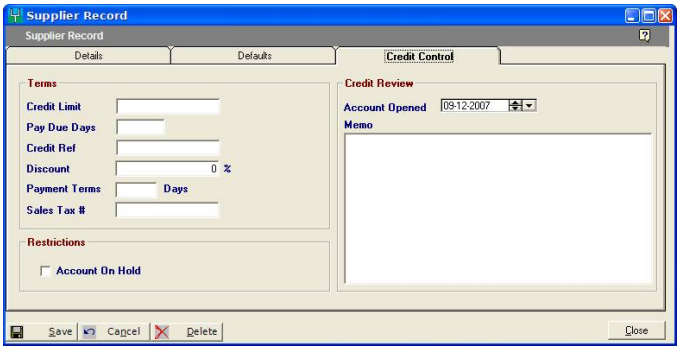
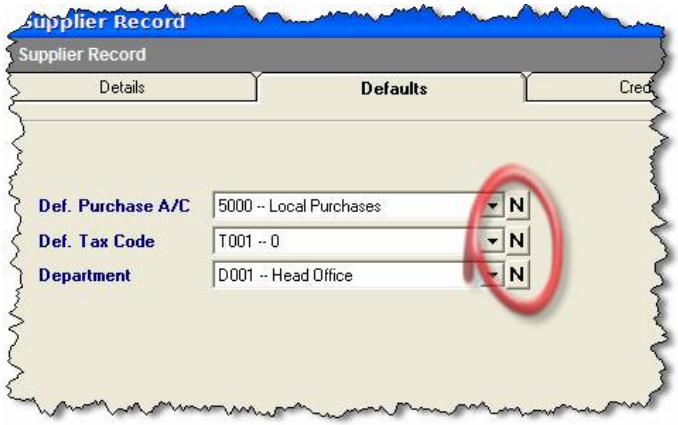


Figure: "Credit Control" tab of "Supplier Record" window

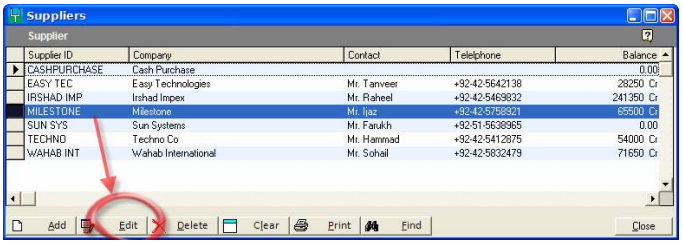
151) You can create a suppliers of "Cash" type, or "Credit" type (see "Supplier Type" dropdown field"

152) A supplier can have "Open" or "Close" status (see "Status" dropdown field)

153) You can press "N" (New) button in front of default codes. System will open respective window allowing you to create new record.



3.7.2.3) Updating supplier record



154) From Suppliers List, select the desired supplier whose record you want to update

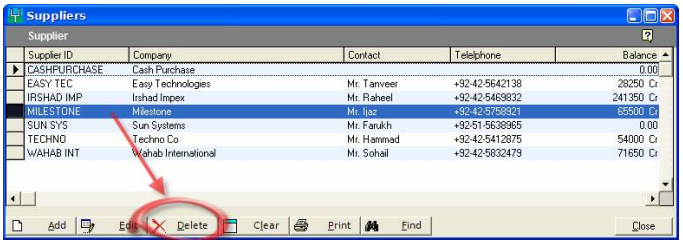
155) Press “Edit” button

156) System will open the record in same window that were used for adding new supplier (Refer to Add a new supplier on previous slides)

157) After updating the record, press ‘Save’ button to confirm the changes

158)

3.7.2.4) Delete a supplier record



159) From Suppliers List, select the desired supplier whose record you want to delete.

160) Press “Delete” button

161) System will ask you to confirm deletion

162) If you press “Yes”, system will delete the record permanently

Note: A supplier record can not be deleted if there is any transaction exists against it.

3.7.2.5) Supplier’s Opening Balance

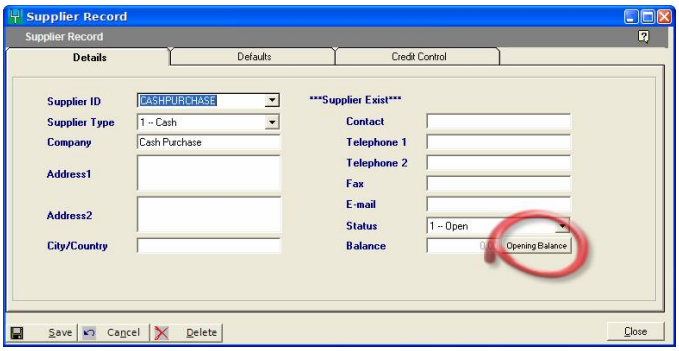
163) You can enter opening balance of a supplier through “Supplier Record” window.

164) To enter the opening balance, first select and edit that supplier from Suppliers List window.

165) Press “Edit” button to open the record

166)

167)



168) On "Details" tab, press "Opening Balance". The Supplier Adjustment window will open where you can enter the Opening Balance entry.

169)

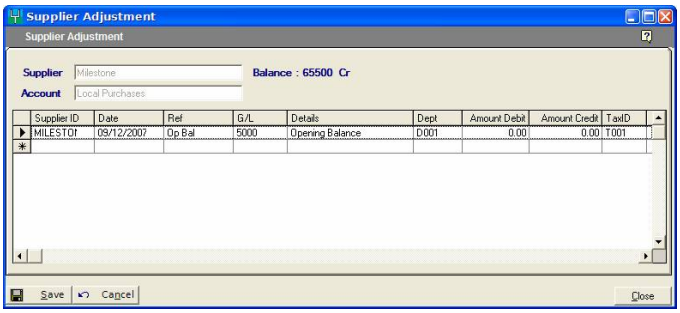


Figure: Supplier Adjustment window being used to enter Opening Balance

170) "Balance" is showing the current ledger balance of selected supplier.

171) You can use this window to enter Opening Balances of multiple suppliers.

172) To accept all entries, press 'Save' button. It will immediately update the relevant ledgers & balances.

3.7.2.6) Supplier Ledger

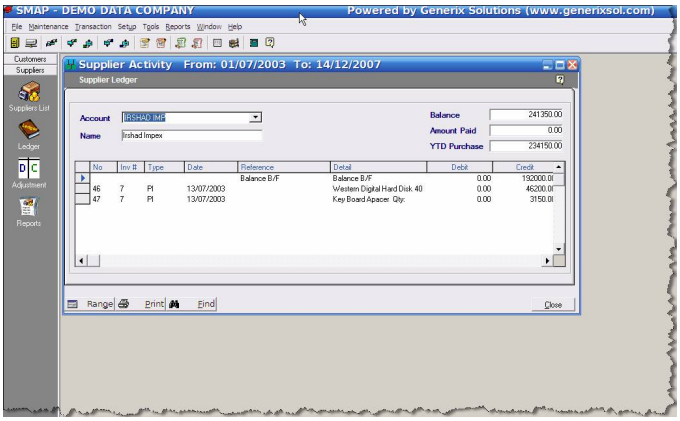


Figure: Supplier Ledger

173) Open Suppliers List either from the menu or side navigator

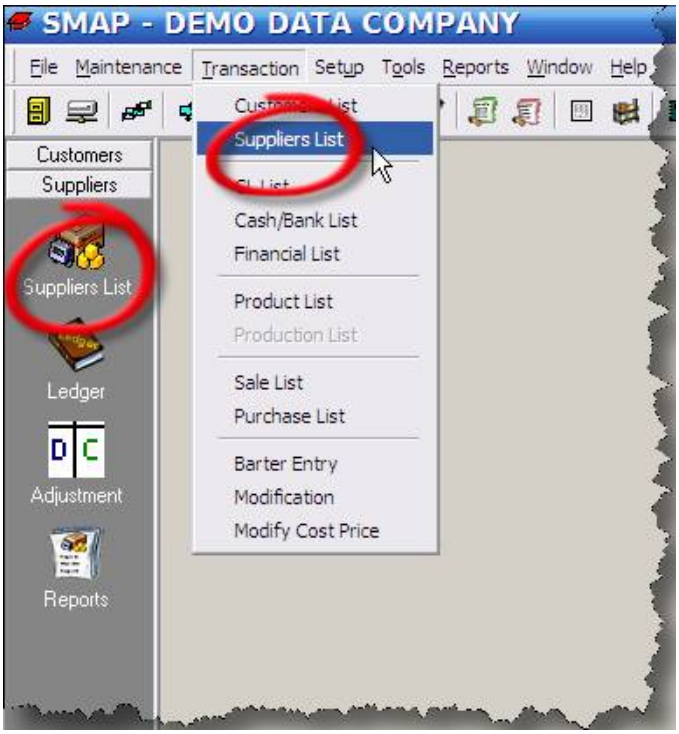


Figure: open Supplier List either from Transaction menu of side navigator

174) Select the supplier for whom you want to see the ledger

175) Press “Ledger” button on side navigator

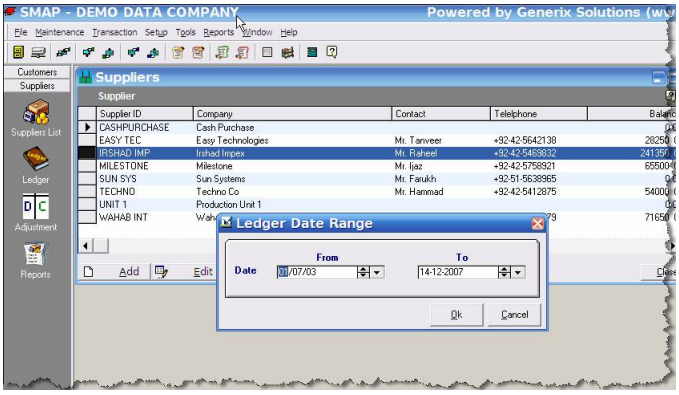


Figure: Select supplier and press “Ledger” button, system will open “Ledger Date Range” dialog box

176) The Activity Date Range dialog box will appear

177) Enter the date range during which you want to see the ledger, and press Ok button.

178) System will show the ledger.

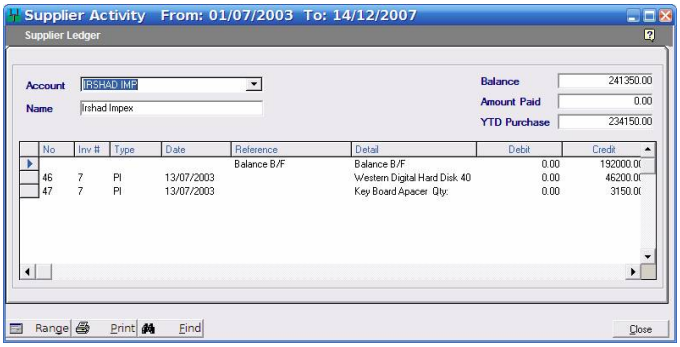

Supplier Activity From: 01/07/2003 To: 14/12/2007
Supplier Ledger
Account IRSHAD IMP
Name Irshad Impex
Balance 241350.00
Amount Paid 0.00
YTD Purchase 234150.00
No Inv # Type Date Reference Detail Debit Credit
Balance B/F Balance B/F 0.00 192000.0(
46 7 PI 13/07/2003 Western Digital Hard Disk 40 0.00 46200.0(
47 7 PI 13/07/2003 Key Board Apacer Qty: 0.00 3150.0(
Range Print Find Close

Figure: Supplier Ledger

179) The Ledger window shows the following information

180) Supplier Account, Name, Current Balance, Amount Paid and YTD Purchase

181) The transactions will be shown in following columns

182) Voc No, Inv No, Type, Date, Reference, Details, Debit, and Credit.

183) View another supplier

184) To view another Supplier's ledger, select the name from "Account" combo box

185) You can change the date range while viewing the Ledger. To do so, press "Range" button.

186) Printing Ledger

187) Just press the "Print" button.

188) System will show the report in Preview mode.

189) You can view the page layout before sending the report to printer.

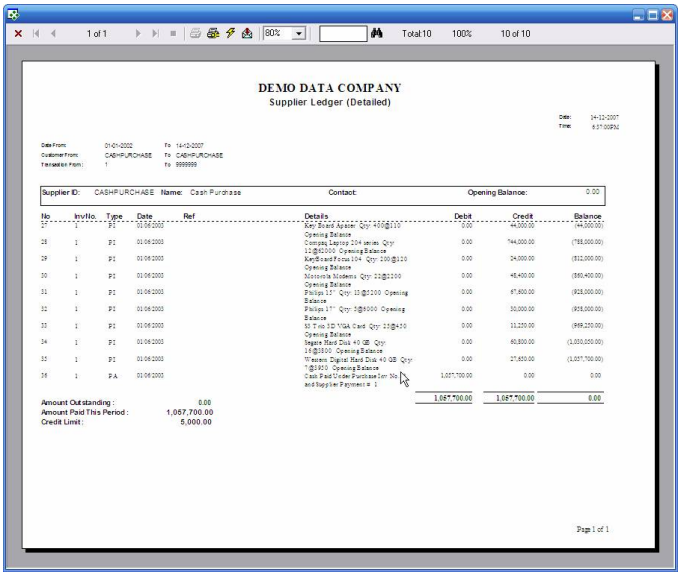

DEMO DATA COMPANY
Supplier Ledger (Detailed)
Supplier ID: CASHPURCHASE Name: Cash Purchase Contact: Opening Balance: 0.00
No Inv/No. Type Date Ref Details Debit Credit Balance
Amount Outstanding : 0.00
Amount Paid This Period : 1,057,700.00
Credit Limit : 5,000.00
Page 1 of 1

Figure: Supplier Ledger

190) Finding the record

191) Select the column header in which you want to find the record

192) A small input box will open near the “Find” button.

193) Enter the text you want to find, and press Enter key.

3.7.2.7) Supplier Adjustment

194) From the Suppliers navigation bar, press on “Adjustments” button

Figure: Supplier Adjustment option on side navigator

195) The Suppliers Adjustments window appears as follow:

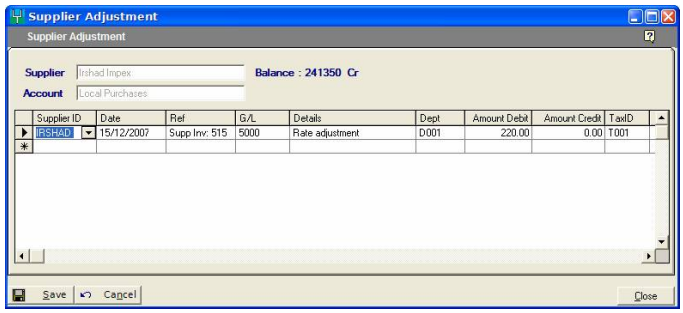


Figure: Supplier Adjustment screen

196) Through this screen, you can make multiple adjustments to same or different suppliers.

197) While data entry at each row, the name of supplier and its Account will be displaying on upper portion of the screen.

198) The row is same as you have seen on previous transaction entries.

199) You have the option to make any kind of adjustment effecting the supplier’s debit or credit balance.

200) On transaction line, the G/L code, Department code, and Tax code will be automatically appear from that supplier record (refer to 'Default' tab on 'Supplier Record' screen)

201) To accept the adjustments, press 'Save' button.

202) Note: The adjustments will immediately update the General Ledger and relevant Supplier's details.

203) After successfully saving, the screen will be cleared and you can add entry more adjustments.

204) The Cancel button will refresh the data entry and clear any existing data, so you can start again.

205) When you have finished, press 'Close' button to close the adjustment screen.

3.7.3) General Ledger (module)

Figure: General Ledger side navigator

3.7.3.1) Maintain your Chart of Accounts

206) Important information

207) The main categories are already defined for you in SMAP based upon standard accounting heads.

208) Under each main category, you can define Category Accounts (or also known as Control Accounts) and the number range for their detail (General Ledger) accounts.

209) Set the range of GL Account code according to your company structure

210) The GL Account code is 4-digits long. Although, system will allow you to enter Account code above 4-digits, but it will not be recognized during the code definition.

Notes:

In SMAP, there are three level of Chart of Accounts:

Level 1 – is called "Category Type". These are pre-defined by the system.

Level 2 – is called "Category Accounts". These are pre-filled by system, but you can modify them according to the company needs.

Level 3 – is called "GL Account". These are also offered by system, but you can modify them according to you company needs.

SMAP offers pre-defined Chart of Account to you. However, you can modify Category (Control) Account and their G/L Account ranges according to the company needs.

Category types can also be seen on financial statement, i.e., Income Statement (Profit & Loss statement) along with their account ranges.

211) Updating Chart of Accounts

212) From the General Ledger navigator, press "COA" button.

213) Chart of Accounts window will appear.

214) The main "Category Types" are pre-defined by the system, and are shown on left side of the window.

Category Type	Description
Sales	Sales Accounts
Purchases	Purchase A/C
Direct Expenses	Direct Expenses Account
Overheads	Overheads / Expenses
Fixed Assets	Fixed Assets
Current Assets	Current Assets

Current Liabilities	Current Liabilities
Long Term Liabilities	Long Term Liabilities
Capitals & Reserves	Capitals & Reserves

215) The Category Accounts and a proposed account ranges are pre-filled by the system, and are shown on right side of the window. You can modify them according to your company's needs.

216) You can either add new Category Account or you can update existing Category Account.

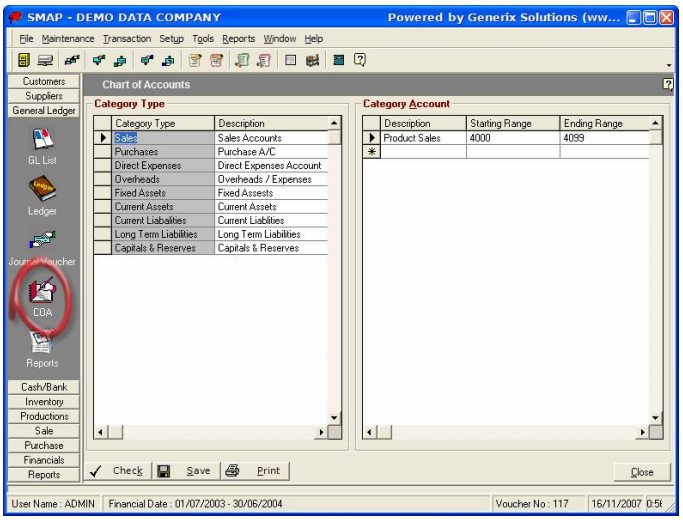


Figure: Open COA (Chart of Accounts) window from side navigator

217) Select main "Category Type" on left side to see its related "Category Accounts" on right hand side.

218) After defining all "Category Accounts", you can check the account ranges whether these are not overlapped with any other category account. For this, press "Check" button.

219) You can also get a printout of Category Types and related Category Accounts (Chart of Accounts Layout) by pressing "Print" button.

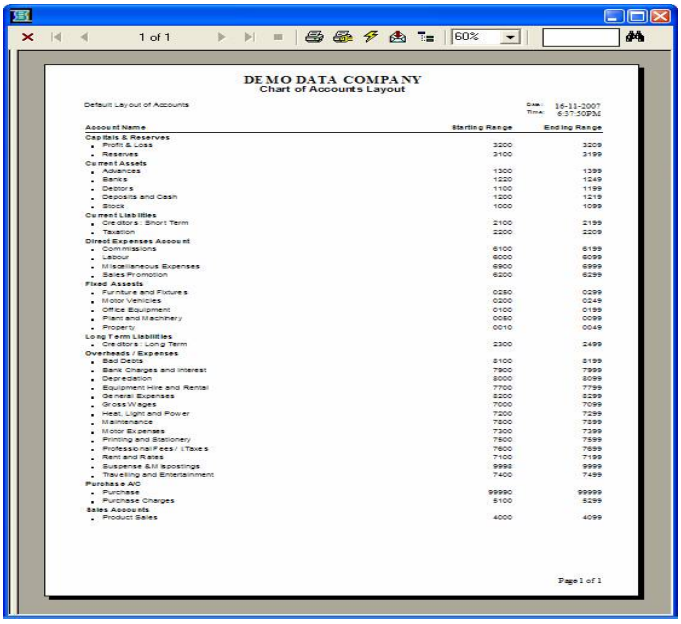


Figure: Chart of Accounts layout

3.7.3.2) G/L Accounts List

Through "G/L List" window, you can view existing G/L Account (the 3rd level of Chart of Accounts), add new account, modify or delete existing accounts.

Press "G/L List" button on General Ledger navigator.

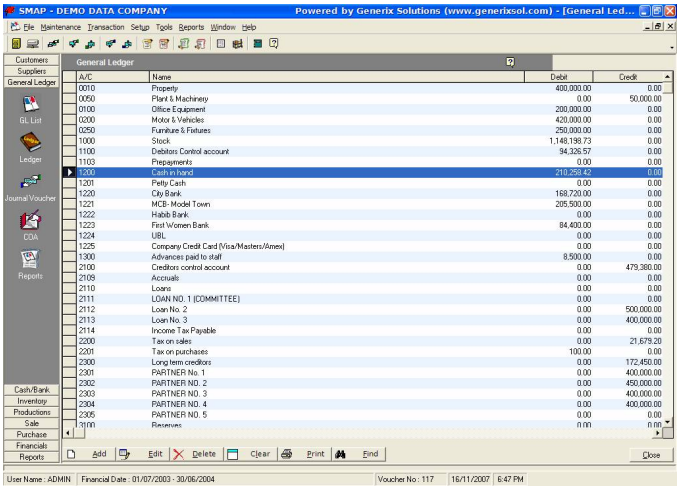


Figure: G/L Accounts

Figure: you can not delete a G/L Account if there is any transaction has been entered against it.

3.7.3.3) Add a new G/L Account

220) Adding a new account head is simple. On G/L List screen, press "Add" button.

221) The "G/L Record" window will open

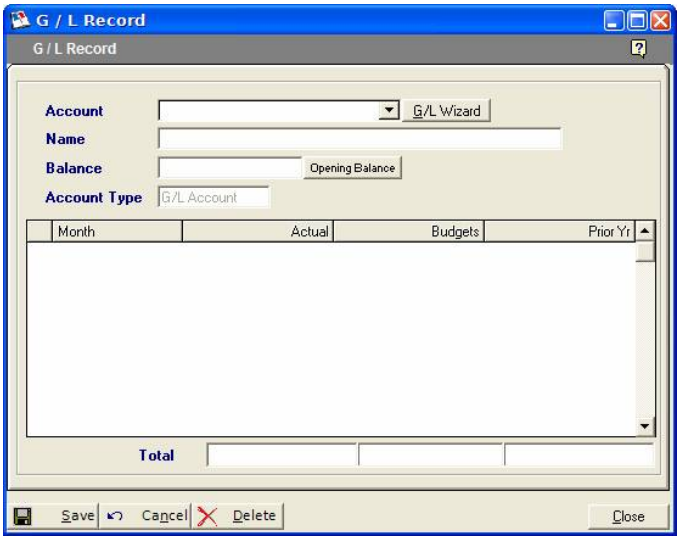


Figure: G/L Record window for adding new account head

Figure: G/L Wizard screen to find next G/L Code available under above selected Category Account.

222) Enter Account ID. If you have used G/L Wizard screen, then Account ID will automatically be generated by system.

223) Enter Name of the newly created account.

224) "Account Type" field shows you current type of the account e.g. Sales, Cash/bank, etc.

225) You can also define budget for this fiscal year.

For each G/L Account, you can assign monthly budget amounts for that fiscal year.

You can compare Budgets against actual Transaction for the running year as well as for last year. This will give you a close monitoring your actual expenses against the budget, while comparing it with last year. You can enter or modify budget at some later time.

226) Press "Save" to save the record, or "Cancel" button to cancel the data entry and start again.

3.7.3.4) Edit an existing G/L Account

227) The modification into existing record is simple. Just select that particular account, and press "Edit" button.

228) System will open selected account in "G/L Record" window.

229) Make the modifications, and press "Save" button.

230) If you do not want any changes, you can close the window or press "Cancel" button.

3.7.3.5) Delete an existing G/L Account

231) You can permanently delete existing account.

232) You can delete an existing account from G/L List window or from G/L Record window.

233) From the G/L List screen, select the account that you want to delete, then press "Delete" button.

234) If you are already in G/L Record window, then you can select an existing account from the "Account" dropdown. Then press "Delete" button.

235) After pressing the Delete button, system will confirm you before proceeding.

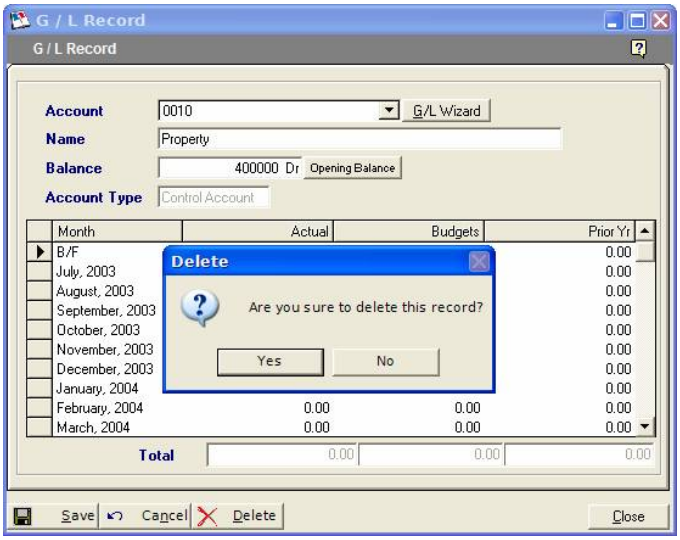


Figure: Confirmation before deleting an account

3.7.3.6) Enter opening balances

You can run SMAP with or without entering the opening balances.

By default, SMAP uses Suspense Account for the contra effect of Opening Balances. SMAP also recommends keeping this account for this purpose. However, you can change according to your company's requirements.

Note: The debit and credit of Opening Balance must be equal. You can also see debit and credit balance if the balance of Suspense Account is zero.

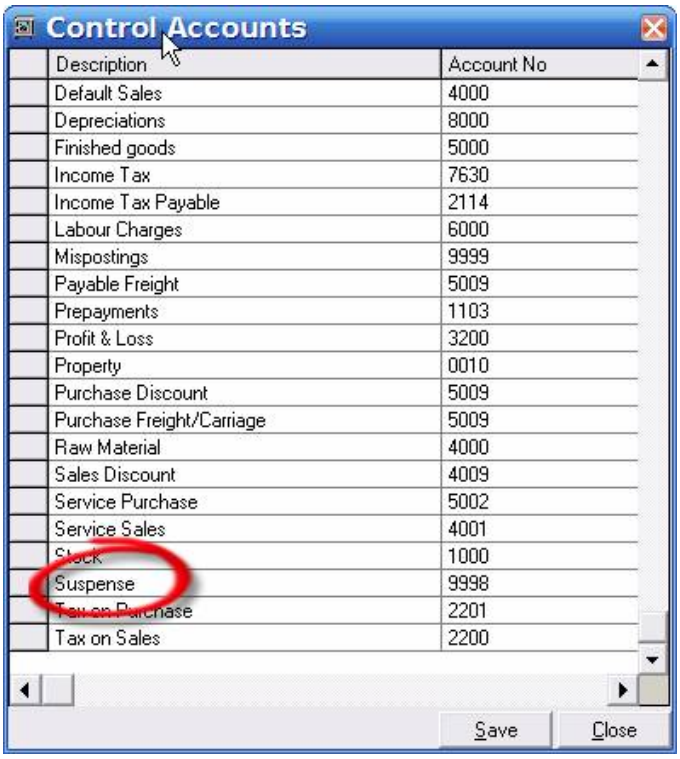


Figure: Define Suspense Account through Control Accounts window

236) To enter the opening balance, select the G/L account from the G/L List window and press "Edit" button. The G/L Record window will open.

237) Press "Opening Balance" button.

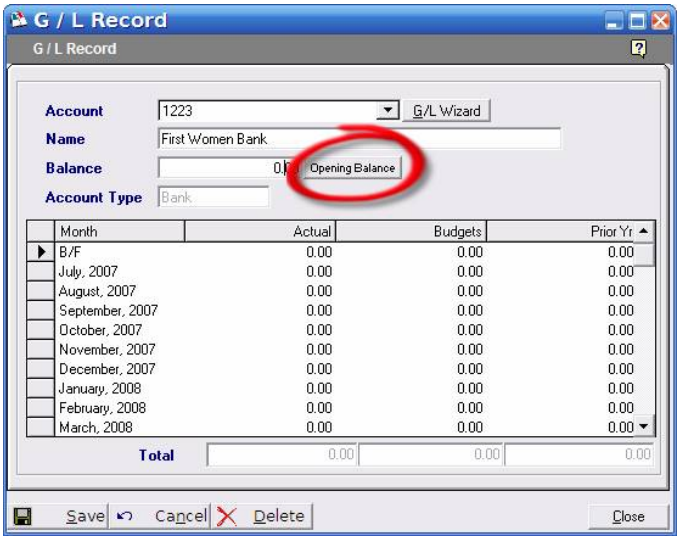


Figure: Press "Opening Balance" button to enter opening balances

238) The following window will open for you to enter Opening Balances.

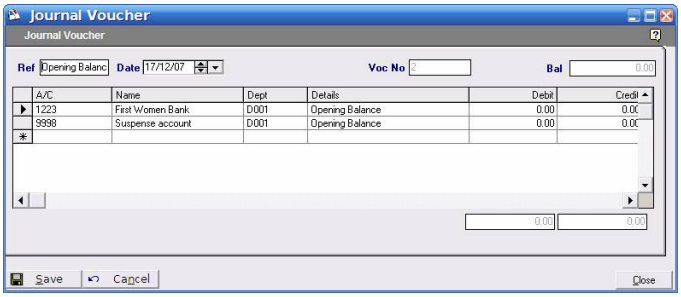


Figure: Journal Voucher screen being used for entering the Opening Balances

239) Press Tab or Shift-Tab key to more between the fields and data entry cells.

240) Enter a more appropriate narration in Reference and Details fields. For example, in this case you can enter "Opening Balance"

241) The Voucher No. will be assigned by system, and it will remain read-only.

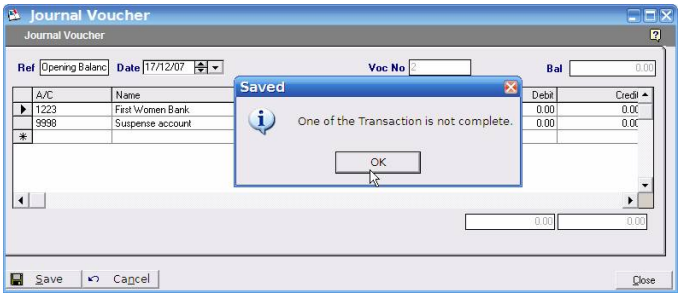


Figure: System gives a message if opening balance voucher is not balanced

242) On pressing "Save" button, system will save your data entry. System will also post the transaction immediately to General Ledger.

243) The "Cancel" button will cancel your data entry and clear the screen.

244) Press "Close" button to close the screen.

3.7.3.7) General Ledger

245) The General Ledger viewing/printing is available through G/L List window. If it is already opened, then just press "Ledger" button on side navigator, otherwise, system will automatically open G/L List window first.

246) Select the G/L Account and choose the Ledger button on side navigator.

247) The "Activity Date Range" dialog box will appear.

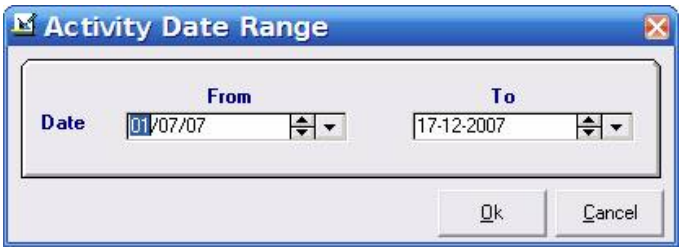
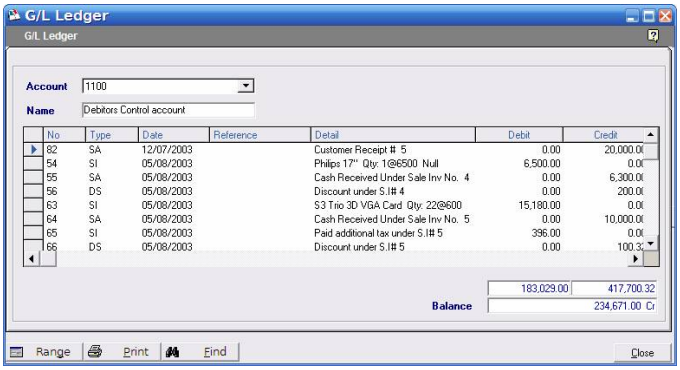


Figure: Activity Date Range dialog box where you can enter period for General Ledger report.

248) Enter the date range you require for General Ledger. You can also use the dropdown button to see a small calendar.

249) Press OK button to see the report in "G/L Ledger" window



250) Once you are in G/L Ledger window, you can see another account by selecting it in Account dropdown field.

251) The "No" is the transaction No. column

252) Whereas the "Type" is the transaction type. These types can be seen on "Legends" window under Maintenance menu.

Legends
Name
Description
Code
Customer Debit Sales Debit Note SD
Customer Credit Sales Credit Note SC
Supplier Debit Purchase Debit Note PD
Supplier Credit Purchase Credit Note PC
Debit Voucher Journal Debit JD
Credit Voucher Journal Credit JC
Cash Cash Payment CP
Cash Cash Receipts CR
Bank Bank Payment BP
Bank Bank Receipt BR
Customer Receipts Sales Advice SA
Supplier Payment Purchase Advice PA
Sales Sales Invoice SI
Sales Return Sales Return SR
Service Service Invoice SV
Purchase Purchase Invoice PI
Goods Return Purchase Return PR
Performa Sales Performa SP
Quote Sales Quote SQ
Stock In Adjustment In AI
Stock Out Adjustment Out AO
Close

Figure: Transaction types as used by SMAP application

253) While viewing the report, you can change the date range by pressing "Range" button.

254) Press "Print" to print the report. System will first show you the report in Preview mode, from where you can press printer icon to get the printout.

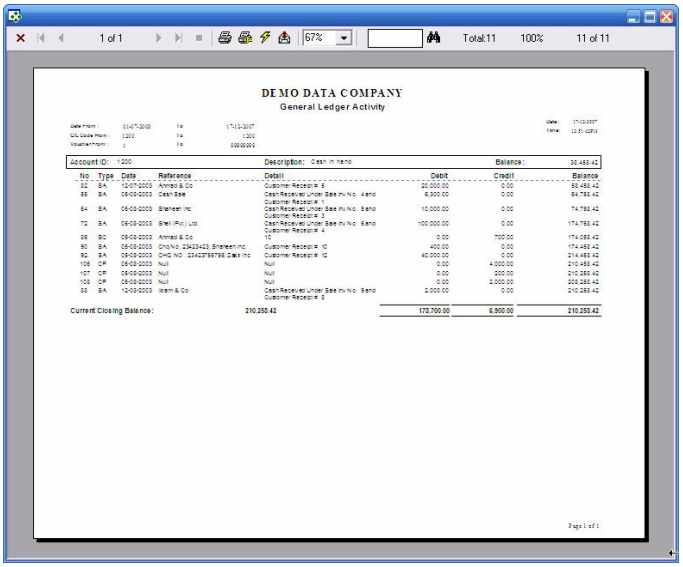


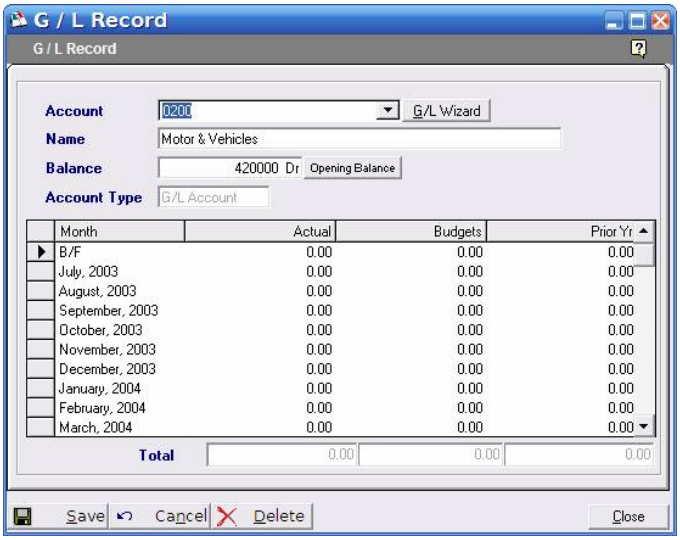
Figure: General Ledger preview

3.7.3.8) Maintain Budgets

255) For each G/L Account, you can assign monthly budget amounts for current fiscal year.

256) You can modify budget at some later time.

257) Select the G/L Account for which you want to change the budget, and press "Edit" button. The G/L Record window will open.



258) The months of current fiscal year can been seen in the table.

259) On this table, all columns are read-only expect the "Budgets" column, in which you can modify data.

260) You can view budget definition on "Account Wise Budget" report.

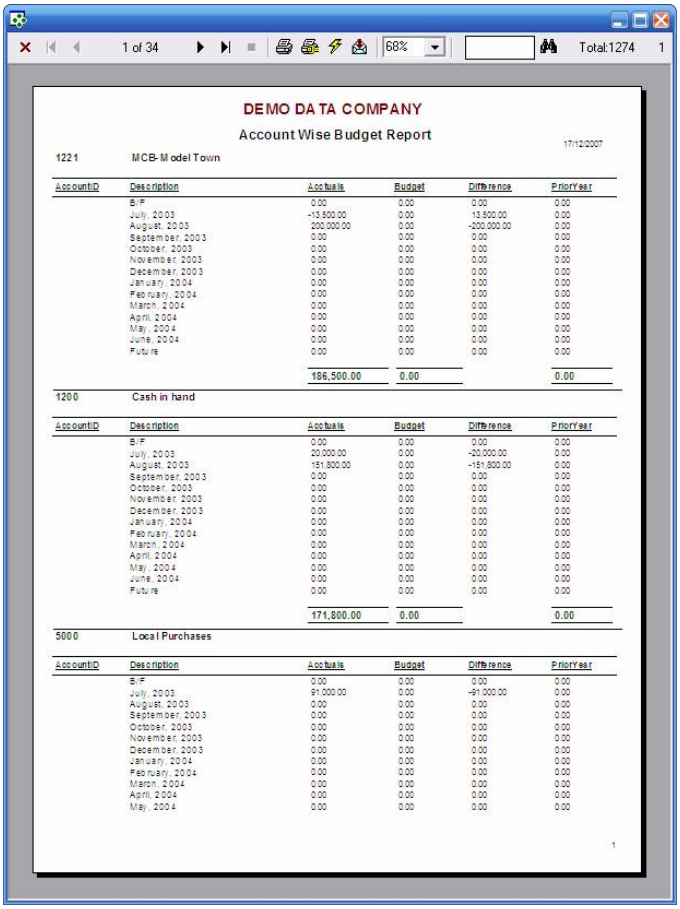


Figure: Account Wise Budget report

3.7.3.9) Enter G/L Transactions

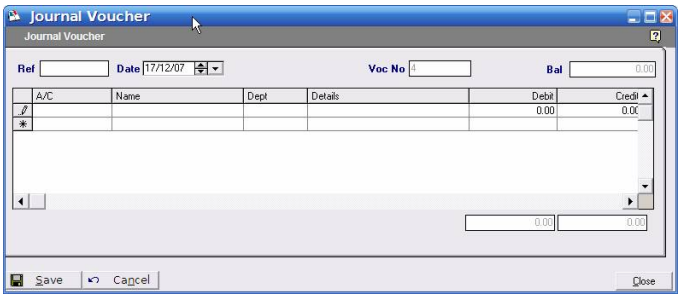


Figure: Journal Voucher entry screen

261) To open Journal Voucher screen, press Journal Voucher button on General Ledger navigator.

Figure: Journal Voucher button on side navigator

262) Following Journal Voucher window will open.

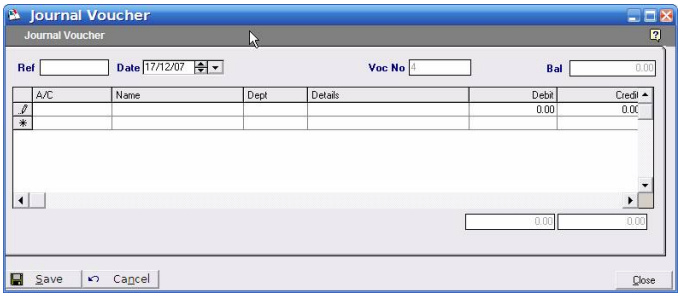


Figure: Journal Voucher entry screen

263) You can enter multiple transaction lines in one voucher.

264) The "Ref" (Reference) field is optional, but it does appear on many reports.

265) To delete a row, first highlight the row by pressing row selection button (on left side of the grid), and then press delete key. System will confirm you before deleting the row.

266) The "Bal" (Balance) is a read-only field, showing the out-of-balance totals during the data entry. Through this field, SMAP will help you in entering a balance voucher.

267) The "Save" button will save the voucher and immediately update the General Ledger.

268) The "Cancel" button will cancel your current data entry and clear the field for new input.

269) The "Close" button will close the data entry screen.

Note:

One you have entered a voucher, it will immediately update the General Ledger.

The Voucher Number will automatically be assigned by the system.

Once a voucher has been saved, it will not be available to you to make any changes. However, it can be viewed in different reports.

3.7.4) Cash & Bank (module)

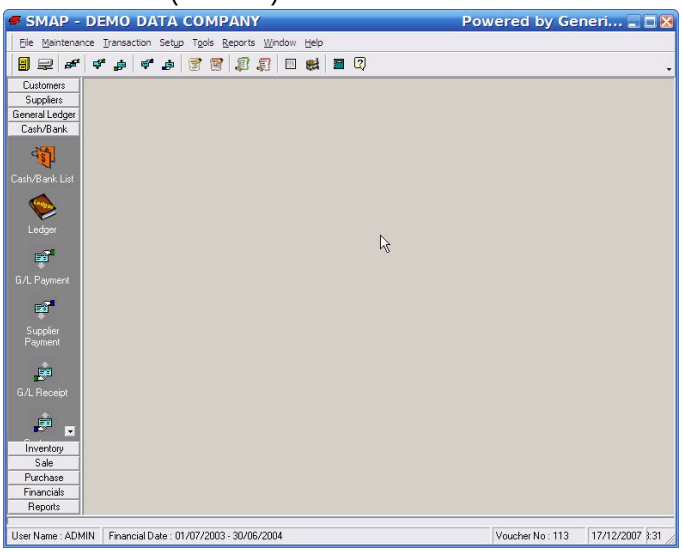


Figure: Cash/Bank navigator

3.7.4.1) Cash / Bank List

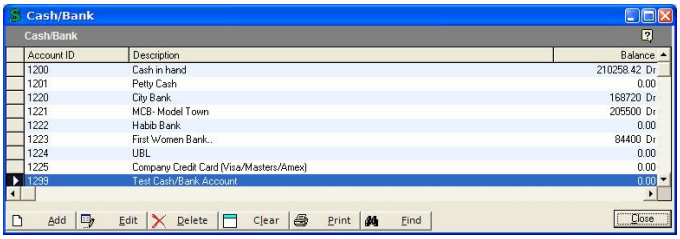


Figure: Cash/Bank List window

3.7.4.2) Adding a new Cash/Bank Account

270) Press “Add” button, system will open “Cash/Bank Record” window.

Figure: Cash/Bank window to add new accounts – currently showing “Account Details” window

Figure: Figure: Cash/Bank window to add new accounts – currently showing "Bank Details" window

271) This window has two tab

272) Accounts Detail – main portion where you can assign Account ID and Description

273) Bank Details – is optional information about a bank account

274) Enter a new Account ID and complete rest of the fields.

275) In "A/c Type", you have two options, i.e., Cash, or Bank.

276) Creating a Bank Account

277) If the "A/c Type" is selected as "Bank", then you can enter some bank details of this account. To do so, click on "Bank Details" tab.

278) On Bank Details tab, you can enter Bank Account No, Account Title, Bank/branch address, and phone number.

3.7.4.3) Edit an existing Cash/Bank Account

279) Modifying an existing account is very simple. You can do it from Cash/Bank List window.

280) Just select account that you want to change, and press the Edit button, it same Cash/Bank Record window will open.

Figure: Select and edit an existing account

281) Make any necessary changes, and press "Save" button.

Note: that you can change any field being displayed expects “Current Balance” – which is maintained by the system.

You can even change A/C Type from Bank to Cash. – It will not effect existing transaction, because for the system, both Cash and Bank accounts are maintained in same ways.

282) Before saving you changes, you can press “Cancel” button if you want to undo them.

283) Press “Close” button to close the window.

3.7.4.4) Delete an existing Cash/Bank Account

System allows you to delete any account permanently from the record.

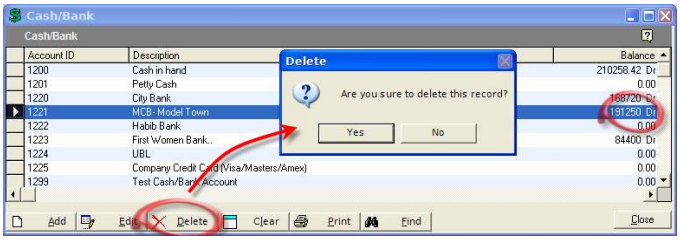


Figure: select an account from Cash/Bank List and press “Delete” button

284) From Cash/Bank List window, select the account you want to delete, and press “Delete” button.

285) System will confirm before deleting the account. Select “Yes” to permanently delete the account.

286) If there is some transaction exists, then system will not allow you to delete that account.

Figure: System will not allow you to delete if there is any transaction exists

3.7.4.5) Cash/Bank Ledger

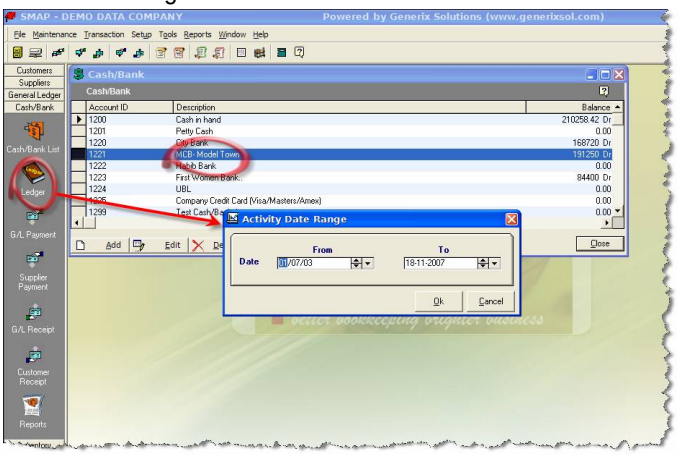


Figure: Ledger printing option on Cash/Bank List window

287) From Cash/Bank List window, select the account of which you want to view ledger

288) Press “Ledger” button from “Cash/Bank side navigation”

289) System will ask you the Date Range for which you want to see the ledger. Press OK button, after entering the require date range.

290) The Ledger window will appear as follows:

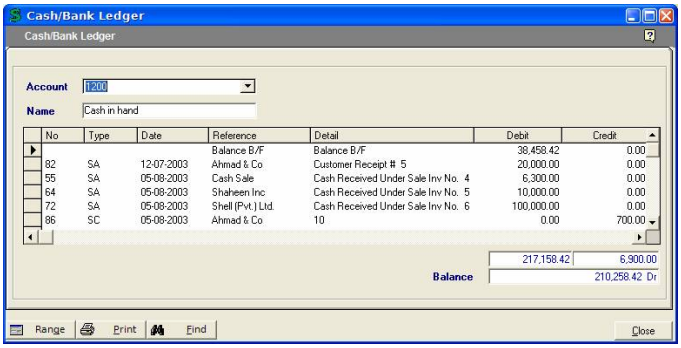

Cash/Bank Ledger
Cash/Bank Ledger
Account 1200
Name Cash in hand
No Type Date Reference Detail Debit Credit
Balance B/F Balance B/F 38,458.42 0.00
82 SA 12-07-2003 Ahmad & Co Customer Receipt # 5 20,000.00 0.00
55 SA 05-08-2003 Cash Sale Cash Received Under Sale Inv No. 4 6,300.00 0.00
64 SA 05-08-2003 Shaheen Inc Cash Received Under Sale Inv No. 5 10,000.00 0.00
72 SA 05-08-2003 Shell (Pvt.) Ltd. Cash Received Under Sale Inv No. 6 100,000.00 0.00
86 SC 05-08-2003 Ahmad & Co 10 0.00 700.00
217,158.42 6,900.00
Balance 210,258.42 Dr
Range
Print
Find
Close

Figure: Cash/Bank Ledger in scrollable window

291) The Ledger window shows you the transactions in a scrollable table.

292) You can find record

293) First select the column, by clicking on its heading, in which you want to search.

294) Press “Find” button, system will show a small input field near the Find button.

295) Enter the text, and press Enter.

296) System will take you to row in table where it finds your given text.

297) While in this window, you can also view another account.

298) Select another account from the Account dropdown.

299) System will immediately refresh the transaction (grid) table as you change the account No from the dropdown.

300) Similarly, if you want to see the Ledger in different date range, you can change the dates by pressing "Range" button.

301) System will open the dialog box in which you can enter another date range.

302) Press "Print" button, to preview and print the Ledger.

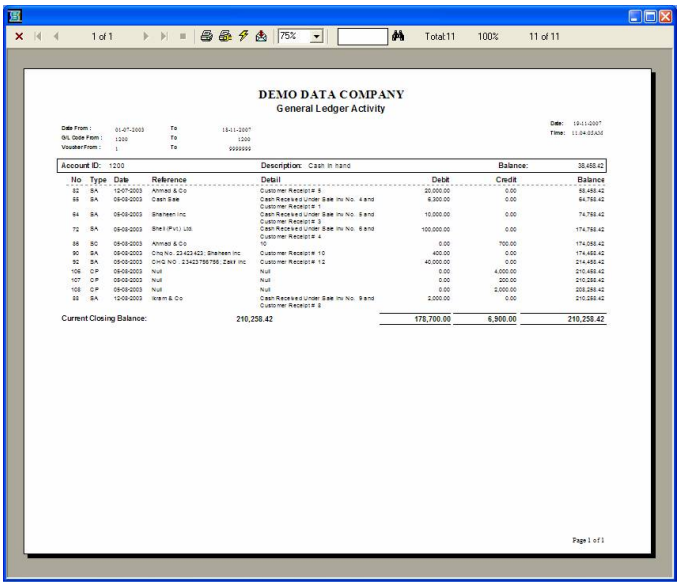


Figure: Cash/Ledger printout

303) When finish, press "Close" button to close the window.

3.7.4.6) Payments to other G/L Accounts

You can make payments from Cash/Bank account to another G/L Account.

It means, from accounting perspective, other G/L will Debit, and Cash/Bank account will Credit.

This type of transaction can also be entered though a Journal Voucher. But the difference in this window is that, this is a single entry window. In which you have to enter the complete (payment) transaction in one line. On next line, you can enter another payment.

304) Choose the "G/L Payment" option from the Cash/Bank side navigator.

305) System will open "G/L Payment" window as follows:

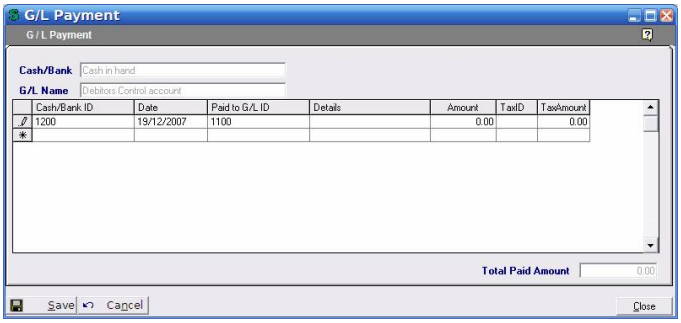


Figure: G/L Payment window

Note: that in "Paid to G/L ID" column, you can enter any available G/L Account, i.e., another Cash or Bank account, or even same Cash/Bank ID.

306) Enter a valid date - System can accept any date prior to current fiscal year. This may disturb your reporting.

307) Enter transaction narration in "Detail" column. It is an optional column. If you leave it blank, system will accept the entry. But such transaction will create uncertainty in management reporting.

308) Tax ID

309) You can choose a pre-define Tax ID from the dropdown list.

310) System will calculate the Tax amount according to the Tax ID selected

311) In case, you leave Tax ID field blank but entered the Tax Amount, even than system will post the Tax Amount to already define "Income Tax Payable" account.

312) You can not complete a transaction with following fields:

313) Cash/Bank ID – Debit account

314) Date

315) Paid to G/L ID – Credit account, and

316) Amount

317) Press “Save” button to save the transaction. System will immediately update the corresponding general ledgers.

The posting will be as follows:

Paid to G/L ID account	Debit	--
Cash/Bank ID account	--	Credit
Income Tax Payable	--	Credit

318) To discard current data entry and clear the screen, press “Cancel” button.

319) Press “Close” button to close this window.

3.7.4.7) Payments to Suppliers

320) From Cash/Bank navigator, select “Supplier Payment” option. System will open the windows as shown in following figure.

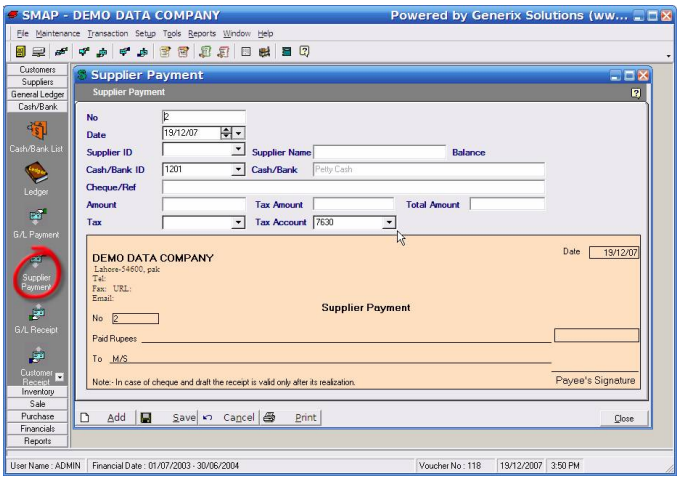


Figure: Supplier Payment window

321) The “No” field is the Transaction No. Next transaction No. will automatically offered by the system.

322) Other then system’s default No, you have the option to enter a different Transaction No.

323) Date field

324) In “Date” field, system shows today date as default. You can change the date if required. On pressing dropdown button, system will show a calendar.

325) Supplier ID field

326) You can select Supplier ID using the dropdown button.

327) You can also enter Supplier ID through keyboard.

328) System will automatically display supplier's outstanding balance in front of its name.

329) Cash/Bank ID field

330) You can enter a cash or bank account

331) In case of payment through bank, you can enter Cheque No. in Cheque/Ref field.

332) Tax deduction

333) If applicable, you can select Tax code and Tax amount to be deducted from this payment.

334) By default, system will give you "Income Tax" account for tax deduction, but you can change this account when required.

Note: The "Cash/Bank ID" and "Tax Account" are default as you have defined in Control Accounts (refer to Maintenance Menu)

335) Press "Save" button to save the payment. System will immediately update the supplier balance and corresponding ledger.

336) To discard the data entry, press "Cancel" button. It will discard your entry and clear the screen.

337) When finish, press "Close" button to close the Supplier Payment window.

338) Printing of Supplier Payment

339) First open the transaction that you want to print.

340) For this purpose, either you can press "Cancel" button or press "Add" button. It will make Transaction No. field editable for you. Where you can enter that previous No. to be printed.

341) Press "Print" button.

Note: For this printing, system will not show you the Preview window; rather it will send the printout directly to the printer.

DEMO DATA COMPANY
Lahore-54600, pak
Tel:
Fax: URL:
Email:

Date 18-11-2007

Supplier Payment

Ref. 2

Paid FOURTEEN THOUSAND TWO HUNDRED FIFTY ONLY. RS. 14,250.00

To M/S Milestone in the form of

Note:- In case of cheque and draft the receipt is valid after its realization.

Payee's Signature

DEMO DATA COMPANY
Lahore-54600, pak
Tel:
Fax: URL:
Email:

Date 18-11-2007

Supplier Payment

Ref. 2

Paid Rupees FOURTEEN THOUSAND TWO HUNDRED FIFTY ONLY. RS. 14,250.00

To M/S Milestone in the form of

Note:- In case of cheque and draft the receipt is valid after its realization.

Payee's Signature

Figure: Printout of Supplier Payment

3.7.4.8) Receiving payment from other G/L Accounts

You can make receive payments from other G/L Account into Cash or Bank accounts. It means, from accounting perspective, other Cash/Bank will Debit, and other G/L account will Credit.

This type of transaction can also be entered though a Journal Voucher. But the difference in this window is that, this is a single entry window. In which you have to enter the complete (receiving) transaction in one line. On next line, you can enter another receiving.

Note: the functionality of this window is same as of "G/L Payment" window.

The posting will be as follows:

Cash/Bank ID account	Debit	--
Income Tax Payable	Debit	--

Receive from G/L ID account	--	Credit

3.7.4.9) Receiving payment from Customer

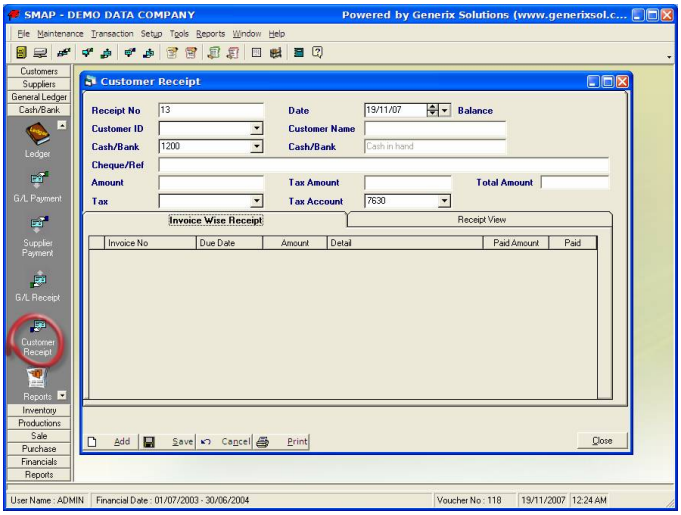


Figure: Open "Customer Receipt" window

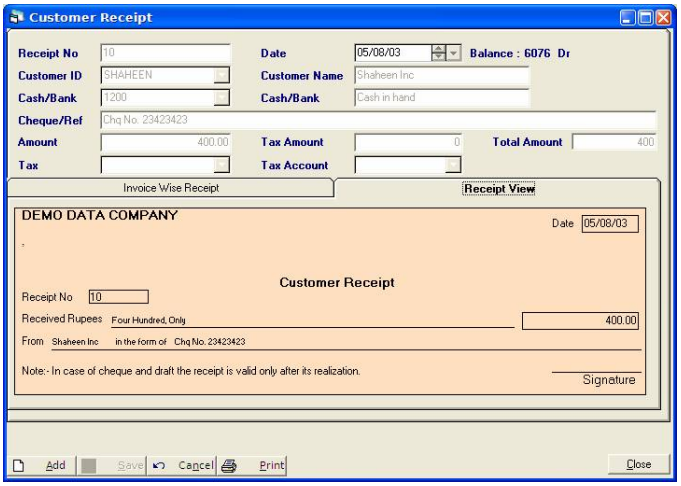


Figure: Receipt View tab of Customer Receipt

342) Click on "Customer Receipt" option on Cash/Bank side navigator.

343) System will open "Customer Receipt" window.

344) The next available "Receipt No" will automatically appear.

345) Date field – system will show today's date as default. You can change it when required.

346) Customer ID field

347) Select Customer ID from the dropdown list.

348) The customer's outstanding balance will automatically appear in front of "Date" field.

349) If there is any outstanding invoices exist, those will automatically appear on "Invoice wise Receipt" tab.

350) Cash/Bank field

351) Select cash or bank account No.

352) System will show account Title automatically

353) Then enter bank A/C in case of receipts through bank and cash A/C in case

354) If receiving the payment through Bank, then enter Cheque No. and Cheque/Reference fields.

355) Select Tax ID (when Tax is applicable on this receipt)

356) Press "Save" button to save the transaction. System will immediately update the Cash/Bank ledger and customer balances etc.

357) To discard the data entry, press "Cancel" button. It will discard your entry and clear the screen.

358) When finish, press "Close" button to close the Customer Receipt window.

359) Printing of Customer Receipt

360) First open the transaction that you want to print.

361) For this purpose, either you can press "Cancel" button or press "Add" button. It will make Transaction No. field editable for you. Where you can enter that previous No. to be printed.

362) Press "Print" button.

Note: For this printing, system will not show you the Preview window; rather it will send the printout directly to the printer.

DEMO DATA COMPANY
Lahore-54600, pak
Tel:
Fax: URL:
Email:

Date 05-08-2003

Customer Receipt

Receipt No. 10

Received Rupees FOUR HUNDRED ONLY. RS. 400.00

From Shaheen Inc in the form of Chq No. 23423423

Note:- In case of cheque and draft the receipt is valid after its realization.

Signature

DEMO DATA COMPANY
Lahore-54600, pak
Tel:
Fax: URL:
Email:

Date 05-08-2003

Customer Receipt

Receipt No. 10

Received Rupees FOUR HUNDRED ONLY. RS. 400.00

From Shaheen Inc in the form of Chq No. 23423423

Note:- In case of cheque and draft the receipt is valid after its realization.

Signature

Figure: Cash Receipt printout

3.7.5) Inventory (module)

Figure: Inventory module

3.7.5.1) View list of existing products

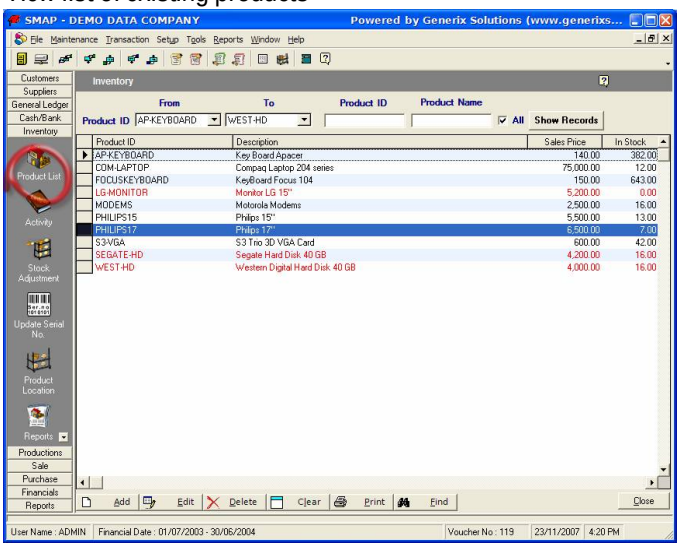


Figure: Product list

363) Using “Product List” option you can view existing products, add new or change an existing product.

364) Additionally you can enter filter criteria to short list the product.

365) There are two filter criteria:

366) Product ID range – enter start and ending product ID

367) Product ID and Product Name search – system will search your given text in respective column.

368) After specifying the search criteria, press ENTER key or you can press "Show Records" button.

369) The optional "[x] All" radio button will allow you to list all records while keeping the search criteria active. Uncheck the box, to apply the search again.

370) The records shown in red color are those, which are below their re-order level.

3.7.5.2) Add a new product

371) Press "Add" button from the "Inventory List" window to add a new product.

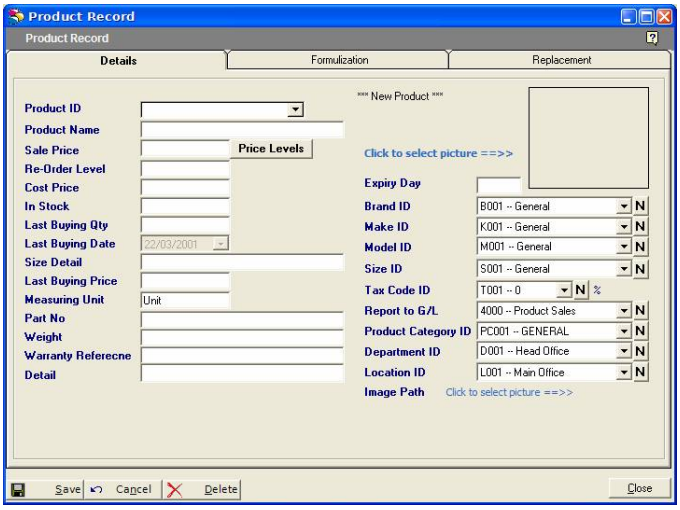


Figure: Product Record window to add new item

372) There are three tabs: Detail, Formulization, and Replacement

373) On Detail tab – the basic information will be entered on this tab

374) Following fields are read-only. These are maintained by the system:

375) Cost Price

376) In Stock (quantity)

377) Last Buying Quantity

378) Last Buying Date

379) Last Buying Price (purchase rate)

380) Optionally, you can mention product Expiry days, Warranty Reference, etc.

381) To add product picture, click on the picture icon (place holder). System will show you a dialog box for the selection of a picture file.

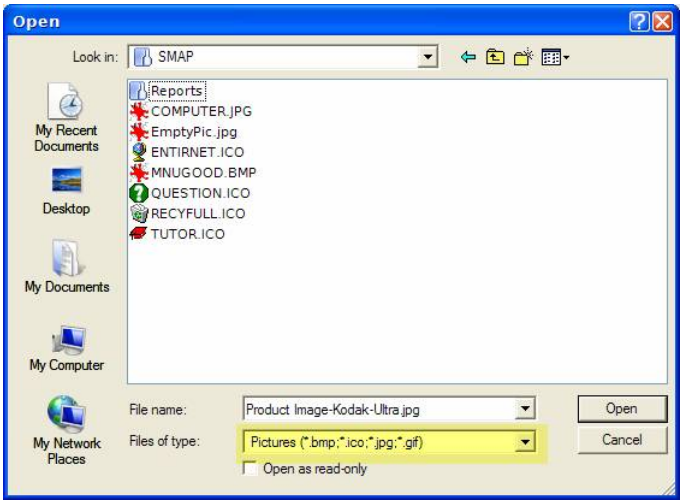


Figure: Add a picture for the product being entered

382) Valid format of the product picture are: BMP, ICO, JPG, GIF

383) After attaching a picture for this product, system will show the exact file & path name as "Image Path" on the screen.

384) "Report to G/L" is the G/L account number to be used for financial record when product sales.

385) Other information is Product Category, Department to which this product belongs to, and product Location.

386) Formulization Tab

387) For manufacturing business, you can use this table to record the composition of the product.

388) The list of products mentioned on Formulization Tab shows the quantity required for the product of Product being entered.

389) Replacement Tab

390) Use this tab to specify the substitute of the product being entered.

391) You can enter the product id, name, and details of your substitute.

3.7.5.3) Modify product details

392) To modify an existing item, first select the product on Product List.

393) Either you can double click on that product or press “Edit” button. System will show the Product Record window.

394) Expect the following read-only fields; you can modify any information on this window.

395) Cost Price

396) In Stock (quantity)

397) Last Buying Quantity

398) Last Buying Date

399) Last Buying Price (purchase rate)

400) Press “Save” button to confirm the changes.

401) You can press “Cancel” button to undo the changes.

402) Press “Close” button to close the window.

3.7.5.4) Delete an existing product

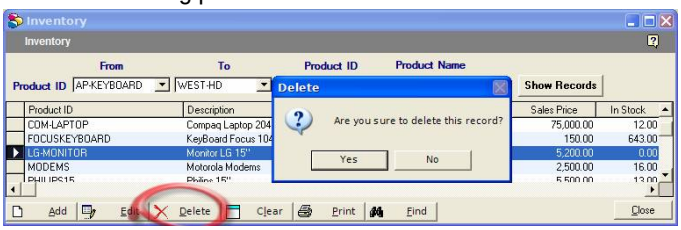


Figure: Deletion of inventory item/product

403) To delete an item through Product List

404) First select the product on Product List & press “Delete” button

405) System will confirm you before the deletion

406) To delete the item through Product Record

407) You can select the item in Product ID combo box

408) Press “Delete” button

409) System will confirm you before the deletion

3.7.5.5) View Inventory Activities

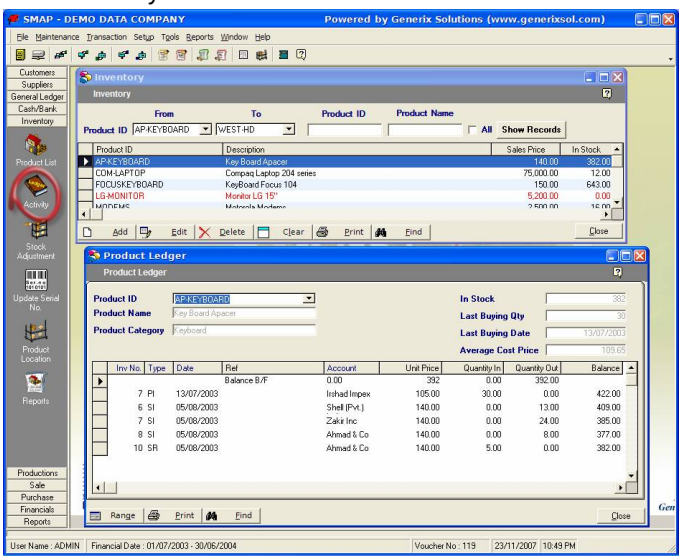


Figure: Product Activity window – also called Product Ledger

410) Through Product List window, select the item for which you want to see its activities

411) System will ask the Date Range for displaying the item activities.

412) Information on the screen

413) On Product Ledger window, system will show you the Product ID, Product Name, Product Category, In Stock, Last Buying Quantity, Last Buying Date, and Average Cost Price.

414) The transaction can be viewed in columns; Invoice No, Transaction Type, Transaction Date, Account (the party), Unit Price, Quantity In, Quantity Out, and Running Balance.

415) To view another product's transactions

416) Select the product in the Product ID Combo box.

417) You can also modify the Date Range while viewing the Product Ledger.

418) Press "Range" button. System will show you the same Date Range selection window.

419) You can print the current product ledger.

420) Press "Print" button.

421) System will show the ledger in preview window, from where you can get the printout.

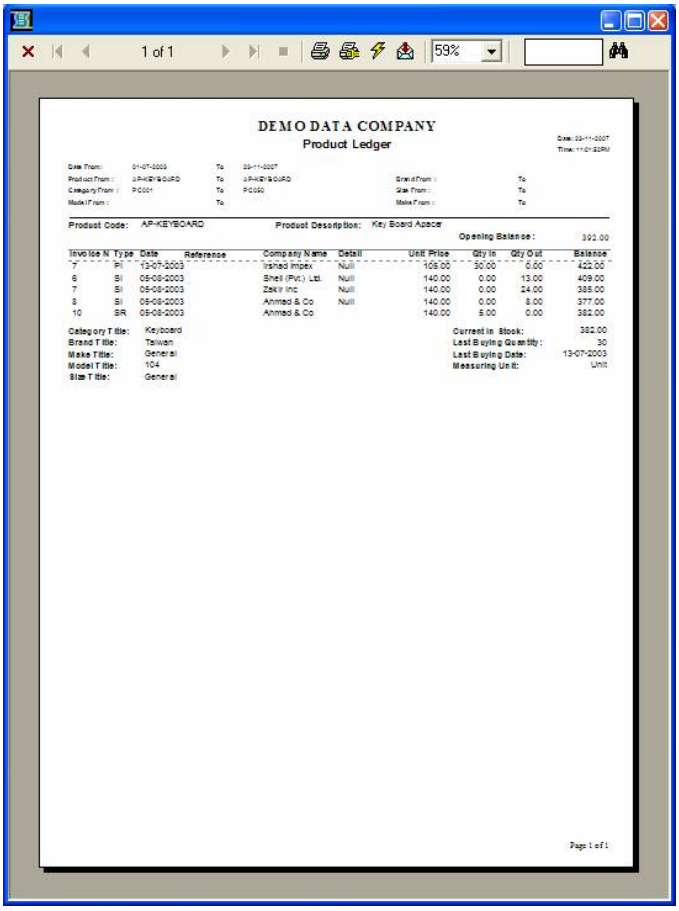

1 of 1
59%
DEMO DATA COMPANY
Product Ledger
Product Code: AP-KEYBOARD
Product Description: Key Board Apacer
Opening Balance: 392.00
Invoice N Type Date Reference Company Name Detail Unit Price Qty In Qty Out Balance
7 PI 13-07-2003 Irshad Impex Null 105.00 50.00 0.00 422.00
6 SI 05-08-2003 Shell (Pvt.) Ltd. Null 140.00 0.00 13.00 409.00
7 SI 05-08-2003 Zakir Inc Null 140.00 0.00 24.00 385.00
8 SI 05-08-2003 Ahmad & Co Null 140.00 0.00 8.00 377.00
10 SR 05-08-2003 Ahmad & Co 140.00 5.00 0.00 382.00
Category Title: Keyboard
Brand Title: Taiwan
Make Title: General
Model Title: 104
Size Title: General
Current in Stock: 382.00
Last Buying Quantity: 30
Last Buying Date: 13-07-2003
Measuring Unit: Unit

Figure: Product Ledger print preview

422) You can also find the transaction.

423) First select the column in which you want to find

424) Press “Find” button on Product Ledger window.

425) A small text box will appear the Find button.

426) Enter the text that you want to find

3.7.5.6) Stock Adjustment

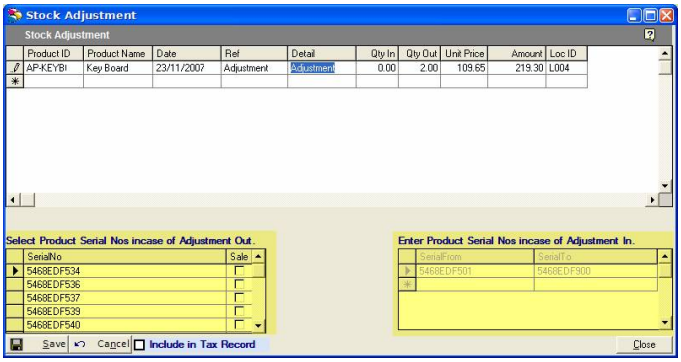


Figure: Stock Adjustment window with option to adjust Serial Nos too.

427) When you make an adjustment, the Product Activity, Location wise stock, and Stock G/L Accounts are automatically updated.

428) You can make Stock In/Out in the following scenarios.

429) When entering the opening stocks

430) When some of your products were stolen, broken or expired, then you will 'Stock Out' them

431) When there is any wrong (sales/purchase) transaction has been entered

432) Stock Adjustment window displays the following fields (columns): Product ID, Product Name, Date, Reference, Detail, Balance, Quantity In, Quantity Out, Unit Price, Amount, and Location ID.

433) Default values

434) The "Product Name" column is read-only.

435) System will provide Unit Price and Location as default value from that particular product.

436) By default, system gives "Stock In" type of adjustments. Therefore, product's Cost Price will be given as default value. – Change the Stock In/Out as per your requirements.

437) You can also mention Serial Nos to be adjusted. Two separate grids are provided for including new serial numbers or excluding existing serials.

438) Depending upon the adjustment type (in/out), these two grids of Serial Nos will become editable or read-only.

439) You can enter multiple products in one adjustment. In which some could be adjusted In, and some could be adjusted Out.

440) Optionally, you can mark this adjustment as "[X] Include in Tax Record".

441) Once you have completed the adjustment entries, press "Save" button to permanently save the record. System will immediately post the record and update the stock ledger.

3.7.5.7) Update Serial Numbers

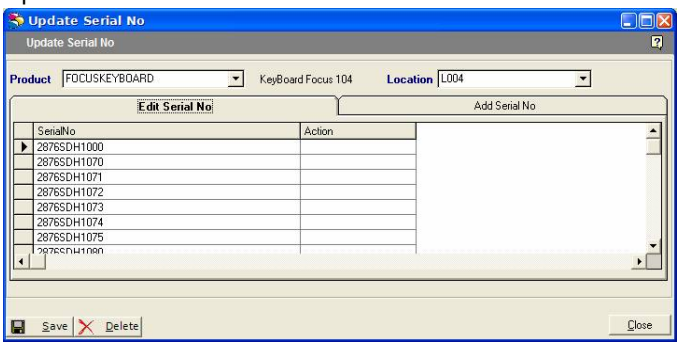


Figure: Update Serial Numbers

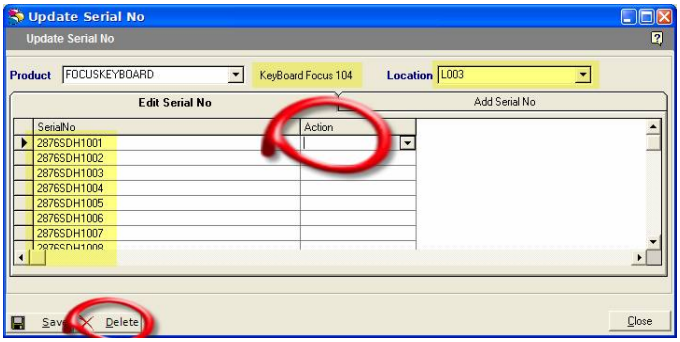


Figure: Existing serial number at a particular location

442) Modify an existing serial number

443) You may select the location from "Location" drop down list.

444) A list of existing Serial no's will appear under the column "Serial No".

Figure: Modify an existing serial number

445) You can update their status to "Sold" or "Purchase Return" in Action column.

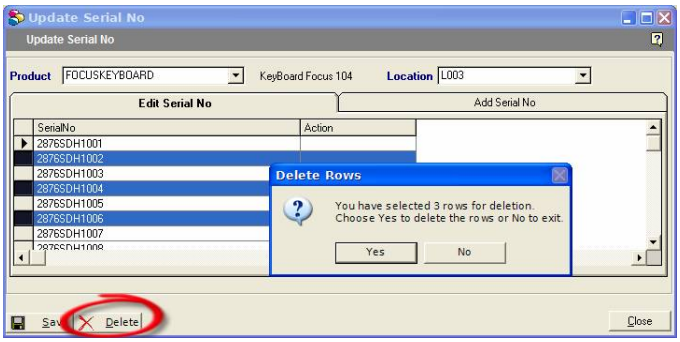


Figure: Delete multiple Serial Numbers

446) Delete a serial number

447) You can delete a single or multiple serial numbers at a time.

448) Select the desired serial number(s) by clicking on the row selection button (on left side of each row).

449) Repeat selection for all desired serial numbers to be deleted.

450) Press "Delete" button. System will confirm you before further action.

451) Press "Yes" to permanently delete selected serial numbers, otherwise select "No".

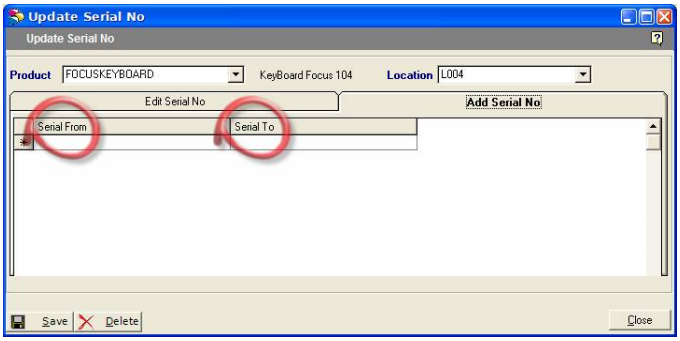


Figure: Add new serial numbers

452) Add a new Serial number

You can add Serial Numbers in following ways:

> A single Serial No. – one-by-one at each row

> A series of Serial No's on a single row

> Multiple series at multiple rows

453) Enter a Serial No. in "Serial From" column. System will show same serial No. as default value in next "Serial To" column.

454) You can change the "Serial To" value. System will automatically add this range of serial numbers to that product.

455) Press "Save" button. System will immediately update the record.

456) In case of duplicated Serial number has been entered, system will inform you and will not save the record.

Figure: System will inform you in case of duplicated Serial No. has been entered.

457) Press "Close" button to close the window

3.7.5.8) Location-wise Stock Maintenance

458) On Inventory Navigator, click on "Product Location" button. System will open following window.

459) This window has two tabs; "Location Wise Stock", and "Transfer Product"

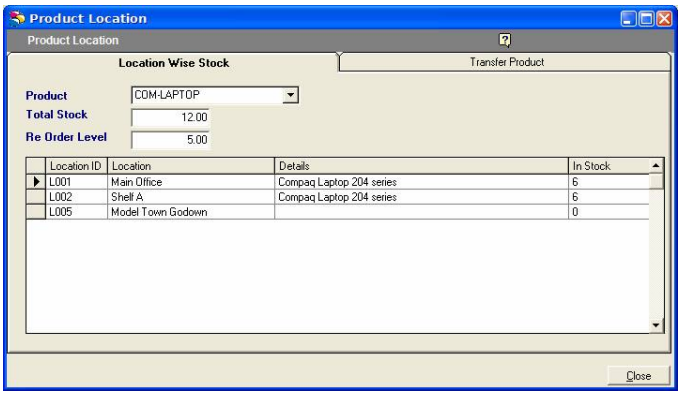


Figure: For a particular product, showing current stock at each location

460) View stock level at each location

461) Click on "Location Wise Stock" tab (by default this tab will be already opened)

462) Select a product from "Product" dropdown list.

463) System will show you sum of current stock at all location in “Total Stock” field.

464) Below in the grid, system will show you the break up of stock at each location.

465) Transfer stock to another location

466) Click on “Transfer Product” tab, window will look like follows:

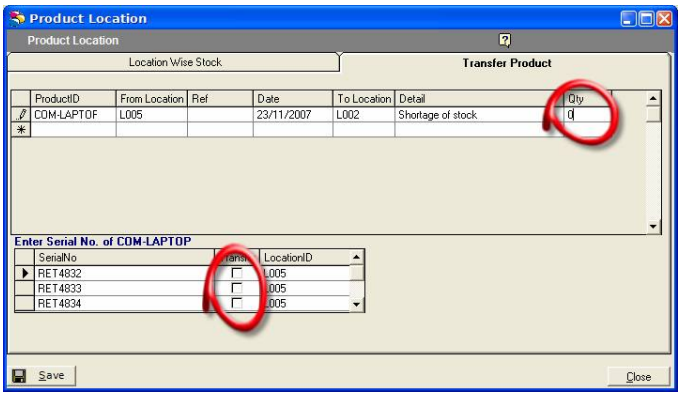


Figure: Transfer stock from one location to another

467) System will show you the serial numbers available at source location (see “From Location” column) in the grid at lower portion of the window.

468) You can select exact item for transfer by clicking on the checkbox.

469) Press “Save” button – it will immediately update your stocks at both location.

470) Press “Close” button to close the window.

3.7.6) Sales (module)

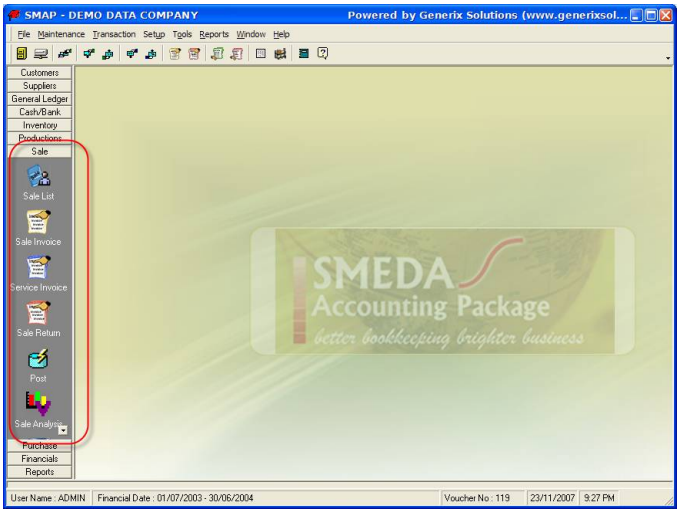


Figure: Sales Navigator

3.7.6.1) List of invoices (Sales List)

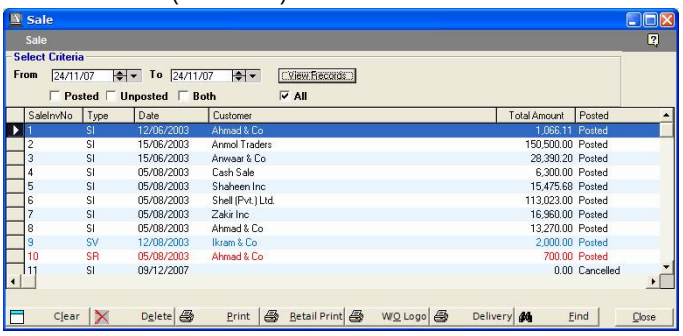

Sale
Sale
Select Criteria
From 24/11/07 To 24/11/07
View Records
Posted Unposted Both All
SaleInvNo Type Date Customer Total Amount Posted
1 SI 12/06/2003 Ahmad & Co 1,066.11 Posted
2 SI 15/06/2003 Anmol Traders 150,500.00 Posted
3 SI 15/06/2003 Anwaar & Co 28,390.20 Posted
4 SI 05/08/2003 Cash Sale 6,300.00 Posted
5 SI 05/08/2003 Shaheen Inc 15,475.68 Posted
6 SI 05/08/2003 Shell (Pvt.) Ltd. 113,023.00 Posted
7 SI 05/08/2003 Zakir Inc 16,960.00 Posted
8 SI 05/08/2003 Ahmad & Co 13,270.00 Posted
9 SV 12/08/2003 Ikram & Co 2,000.00 Posted
10 SR 05/08/2003 Ahmad & Co 700.00 Posted
11 SI 09/12/2007 0.00 Cancelled
Clear Delete Print Retail Print WO Logo Delivery Find Close

Figure: Sales Invoice

471) You can open “Sales List” through “Transaction” menu or through Sales Navigator.

472) Sales List has filter criteria.

473) In which you can filter invoices within a specific date range.

474) You can also filter Posted, Unposted invoice, or you can list invoice with all status.

475) There is option to see all invoices. Click on the “[X] All” checkbox. This will temporarily ignore the given filter criteria, and display all invoice.

476) Different kind of invoices will be displayed in separate colors

477) Sales invoices will be displayed in regular (black) color

478) Services invoices will be displayed in blue color

479) Sales Returns will be displayed in red color

480) Performa Invoices and Quotations will be displayed in greed color

481) All necessary related functionality is available through different button on Sales List window.

For some of the functionality, you need to select the invoice first, and then press desired button.

You can also select multiple invoices - to do so; hold down the [Ctrl] and click on the row. System will show that invoice selected. Keeps the [Ctrl] key pressed, repeat clicking the row for multiple selection.

482) Cancel – will un-select all invoice (in case of multiple selection of invoices)

483) Delete – will delete the single selected invoice. A posted or cancelled invoice can not be deleted.

484) Print – will print the selected invoices

485) Retail Print – will print POS (Point of Sales) Receipt

486) W/O Logo – will print the Estimation. This output will be printed without company logo.

487) Deliver – will print the Delivery Challan of selected invoices

488) Find – will find a text within selected column

489) Close – will close the window

3.7.6.2) Create a Product Sales Invoice

490) Click on "Sale Invoice" on Sales Navigator.

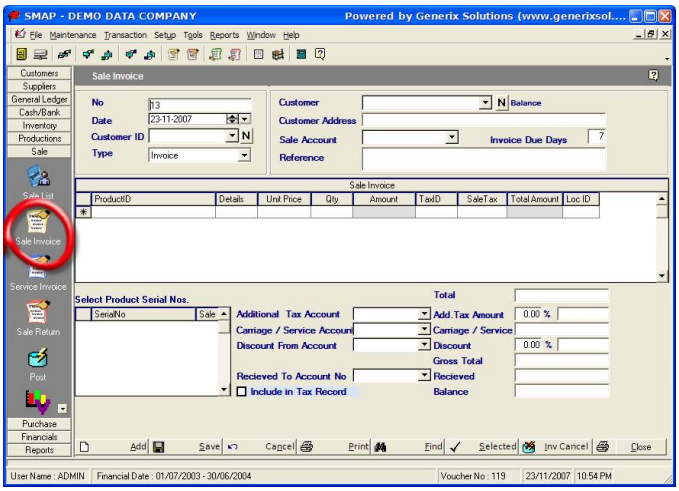


Figure: Sales Invoice

491) "No" is the Sales Invoice No. Next invoice number will automatically displayed by the system.

492) System will show you today's date as default Invoice Date. You can change it.

493) Enter Customer ID or select it from the dropdown list.

494) System will also allow you to add a new customer. Press "N" button, the "Customer Record" window will open for you to create a new customer.

495) When the customer is selected, customer related information will automatically fill in the appropriated fields. These are; Customer Name, Current Balance, Address, G/L Sales Account, Payment Terms, and Sales Tax Code.

496) You have choice to create a Quotation or Performa Invoice instead of Sales Invoice.

497) Select the appropriate type in "Type" field.

498) In case of "Performa" or "Quotation" type of invoice, there will be no impact on your stocks and similarly, there is no effect on G/L accounts.

499) If the invoice is still "unposted", you can change the type from Performa / Quotation to "Invoice" latter on and vice versa.

500) System will show the default Due Days for this customer. However, you can change it for this invoice as per your needs.

501) System will show the default Sales Account. You can change it for this invoice if required.

502) "Reference" is the optional text field and can be used to enter sales reference.

503) Enter complete information about the product being sold.

504) When you select a product, system will show the Unit Price, default Location, etc. for that product. However, you can change it for this invoice.

505) For each product, you can also mention the location from which that particular product is being sold.

506) System will maintain the stock separately for each location.

507) If there is no stock at selected location, then system will inform you about is with following message

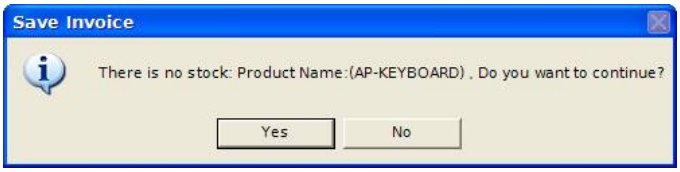


Figure: If there is no stock at all or at given location, system will confirm before proceeding.

508) If the product being entered is Serial No based, then system will automatically show available serial Nos. in the "Enter Serial No of" grid at lower left corner.

509) For each product in the Transaction grid, system will refresh its Serial Nos. in serial number grid.

510) When you select the serial numbers, system will correct the Qty column according the numbers of Serial Nos. you have selected. – You have to make Qty same as # of Serial Nos. selected.

511) The default Additional G/L Tax Account, G/L Carriage/Service Account, G/L Discount Account and G/L Cash/Bank Account appears. These are the account numbers as you have already defined in Control Accounts settings window.

512) These are default account numbers. But you can change any of then for this invoice.

You can enter a percentage ranging from 0% to 50%. If you exceed, system will notify you by giving message "Enter the correct Additional tax percentage"

513) The Carriage/Service charges can be entered as amount.

514) For Discount, you will have option to enter a Discount Percentage or a Discount Amount can be entered.

When you enter a "Discount Amount", system will reverse calculate the "Discount Percentage". As a result, the "Discount Amount" that you have entered could change.

515) You can also receive payment at the same time.

516) "[X] Include in Tax Record" will mark this invoice to be appeared on Sales Tax Registers.

517) Press "Save" button to save the invoice with status "Unposted".

518) Press "Cancel" button to clear you data input. System will clear the screen so that you can start entering a fresh invoice.

519) You can also mark an invoice as "Cancelled".

520) Press "Inv Cancel" button. System will confirm you before proceeding.

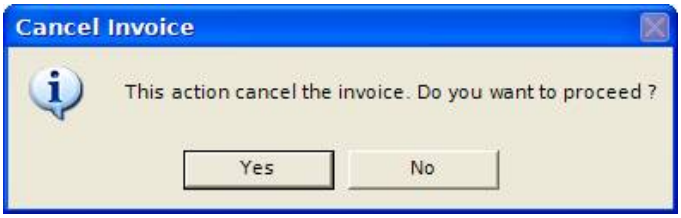
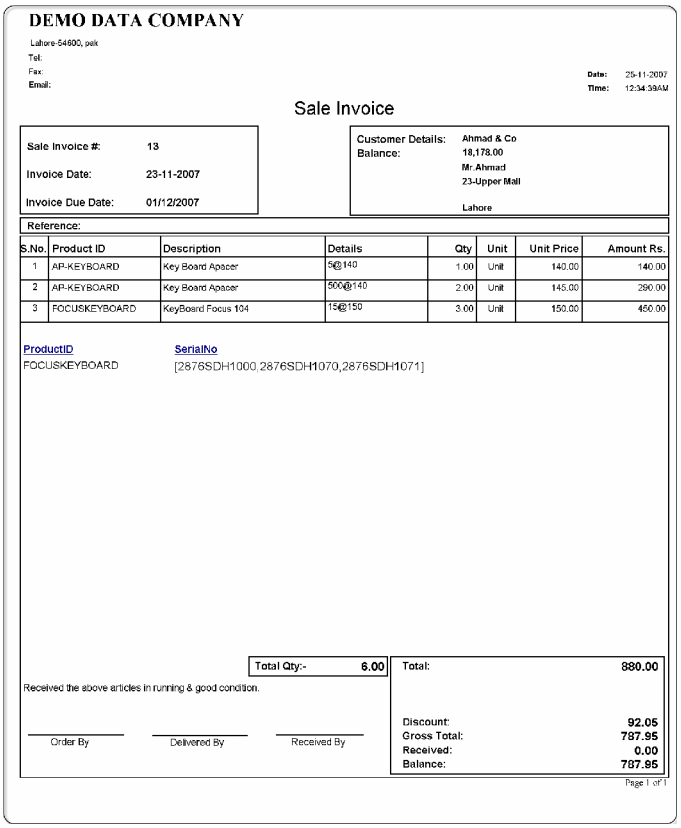


Figure: Confirm before canceling an invoice

521) There are two type of Invoice Printout are available; (Invoice) Print, and Retail Print

522) Regular Invoice printout



DEMO DATA COMPANY

Lahore-54600, pak
Tel:
Fax:
Email:

Date: 25-11-2007
Time: 12:34:39AM

Sale Invoice

Sale Invoice #: 13
Invoice Date: 23-11-2007
Invoice Due Date: 01/12/2007

Customer Details: Ahmad & Co
Balance: 18,178.00
Mr. Ahmad
23-Upper Mall
Lahore

Reference:

S.No.	Product ID	Description	Details	Qty	Unit	Unit Price	Amount Rs.
1	AP-KEYBOARD	Key Board Apacer	5@140	1.00	Unit	140.00	140.00
2	AP-KEYBOARD	Key Board Apacer	500@140	2.00	Unit	145.00	290.00
3	FOCUSKEYBOARD	KeyBoard Focus 104	15@150	3.00	Unit	150.00	450.00

ProductID: FOCUSKEYBOARD
SerialNo: [2876SDH1000,2876SDH1070,2876SDH1071]

Total Qty:- 6.00

Total: 880.00

Received the above articles in running & good condition.

Order By | Delivered By | Received By

Discount: 92.05
Gross Total: 787.95
Received: 0.00
Balance: 787.95

Page 1 of 1

Figure: Regular Sales Invoice printout

523) Retail Invoice

Sale Invoice

Ref # : 13 **Date:** 23-11-2007

Customer : Ahmad & Co

S.No.	Item Name	Qty	Unit	Rate	Amt Rs.
1	Key Board Apacer	2.00	Unit	145.00	290.00
2	Key Board Apacer	1.00	Unit	140.00	140.00

TOTAL QTY: 3.00 **Sub Total :** 430.00

Discount: 45.00
Total Amt Due: 385.00
Received: 0.00
Balance: 385.00

Thank you for visiting

Software Developed By: Generix Solutions Ph: 042-8559807

Figure: Retail printout of selected invoice

524) From Sales List, you can also print "Estimation" of this invoice

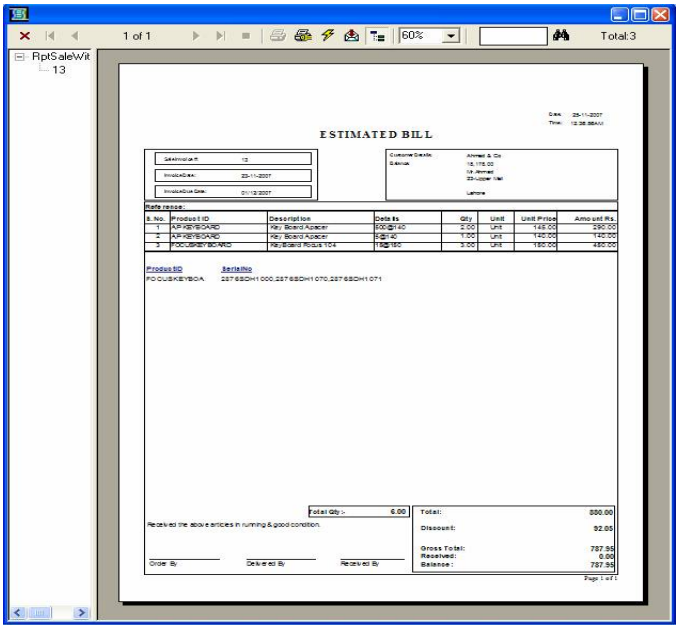
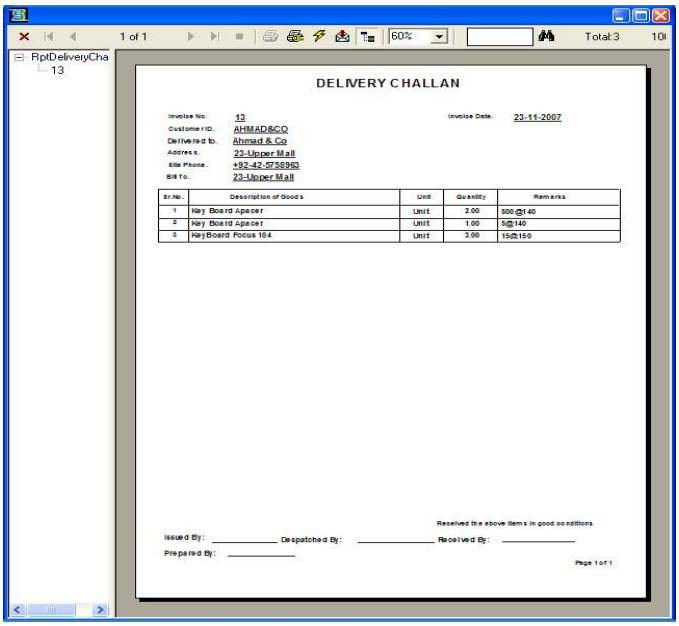


Figure: Estimate without company name

525) Through Sales List, you can also print Delivery Challan


DELIVERY CHALLAN
Invoice No. 13
Invoice Date. 23-11-2007
Customer ID. AHMAD&CO
Delivered to. Ahmad & Co
Address. 23-Upper Mall
Site Phone. +92-42-5758963
Bill To. 23-Upper Mall
Sr.No. Description of Goods Unit Quantity Remarks
1 Key Board Apacer Unit 2.00 500@140
2 Key Board Apacer Unit 1.00 5@140
3 KeyBoard Focus 104 Unit 3.00 15@150
Received the above items in good conditions
Issued By: Despatched By: Received By:
Prepared By:
Page 1 of 1

Through Sales List, you can also print Delivery Challan

3.7.6.3) Create a Service Invoice

526) Select "Service Invoice" option from the Sales Navigator.

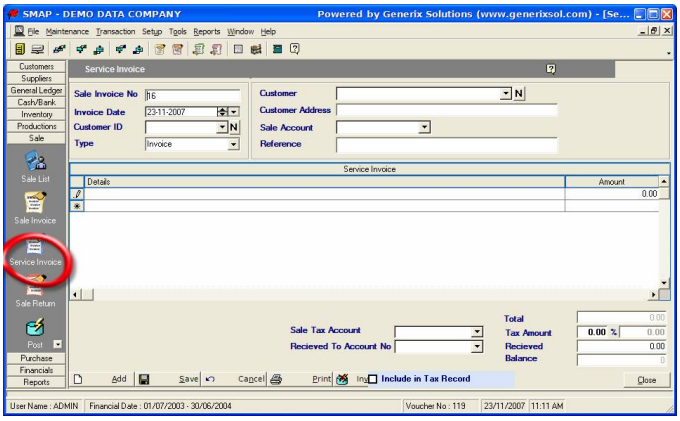


Figure: Service Invoice window that is accessed through Sales Navigator

527) System will open "Service Invoice" window

528) "No" is the Sales Invoice No. Next invoice number will automatically displayed by the system.

529) System will show you today's date as default Invoice Date. You can change it.

530) Enter Customer ID or select it from the dropdown list.

531) System will also allow you to add a new customer. Press "N" button, the "Customer Record" window will open for you to create a new customer.

532) When the customer is selected, customer related information will automatically fill in the appropriated fields. These are; Customer Name, Current Balance, Address, G/L Sales Account, Payment Terms, and Sales Tax Code.

533) You have choice to create a Quotation or Performa Invoice instead of Sales Invoice.

534) Select the appropriate type in "Type" field.

535) In case of "Performa" or "Quotation" type of invoice, there will be no impact on your stocks and similarly, there is no effect on G/L accounts.

536) If the invoice is still "Unposted", you can change the type from Performa / Quotation to "Invoice" latter on and vice versa.

537) System will show the default Sales Account. You can change it for this invoice if required.

538) "Reference" is the optional text field and can be used to enter sales reference.

539) Enter complete information about the services being sold.

540) Services will be entered on each line in "Detail" column, and its correspondence charges (Amount column).

541) You can enter almost 250 characters on each row in Detail column.

542) The default Sales Tax Account, Received to Account No, will appear. These are the account numbers as you have already defined in Control Accounts settings window.

543) These are default account numbers. But you can change any of then for this invoice.

You can enter a percentage ranging from 0% to 50%. If you exceed, system will notify you by giving message "Enter the correct Additional tax percentage"

544) You can also receive payment at the same time.

545) "[X] Include in Tax Record" will mark this invoice to be appeared on Sales Tax Registers.

546) Press "Save" button to save the invoice with status "Unposted".

547) Press "Cancel" button to clear you data input. System will clear the screen so that you can start entering a fresh invoice.

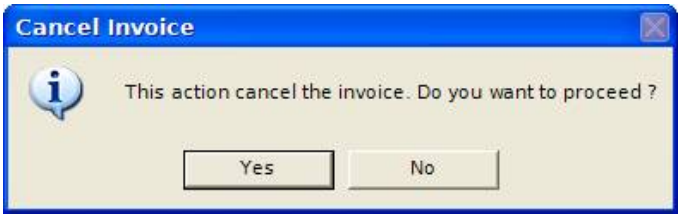


Figure: Confirm before canceling an invoice

548) You can mark an invoice "Cancelled" without entering any input.

549) You can print the invoice from the same screen. Press "Print" button, system will print the Service Invoice as follows:

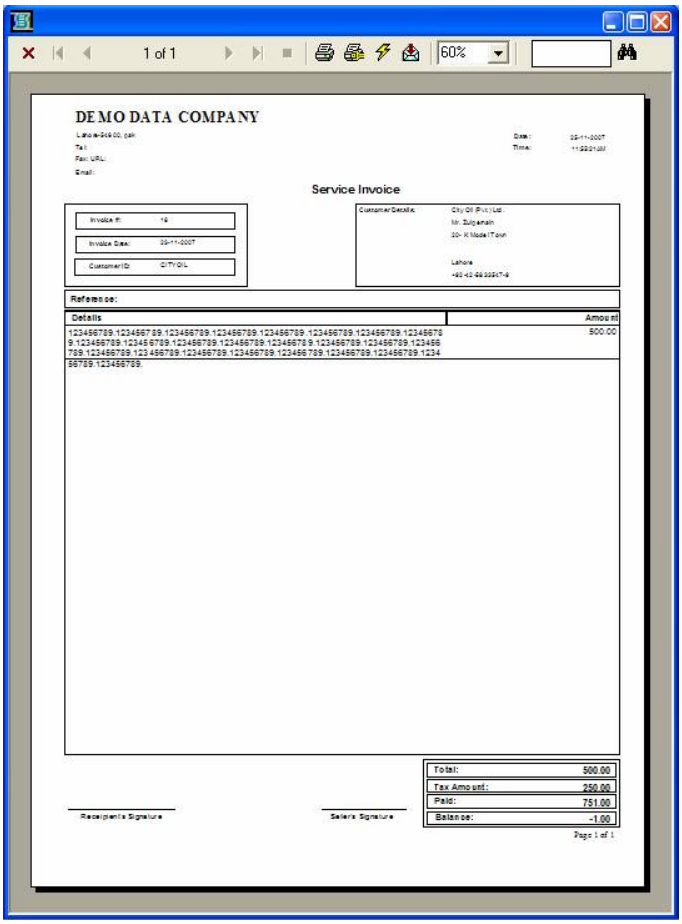


Figure: Service Invoice printout

3.7.6.4) Sales Return

550) Select "Sales Return" option on Sales Navigator.

551) System will display “Sales Return” window.

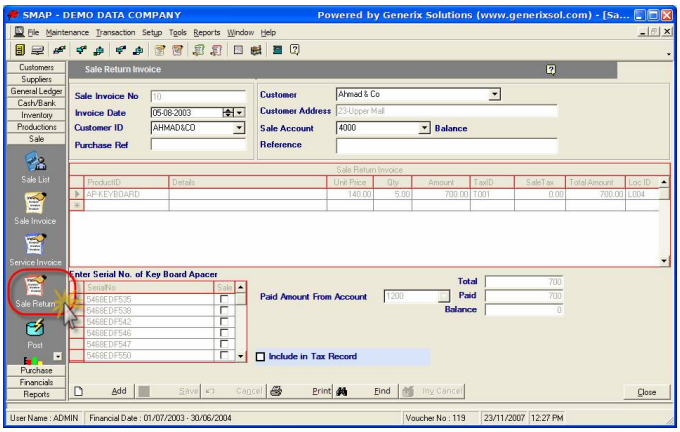


Figure: Sales Return window through Sales Navigator

552) “Sale Invoice No” is basically the Sales Return No. Next Return number will automatically displayed by the system.

553) System will show you today’s date as default Invoice Date. You can change it.

554) Enter Customer ID or select it from the dropdown list.

555) When the customer is selected, customer related information will automatically fill in the appropriated fields. These are; Customer Name and Current Balance

556) “Purchase Ref” is the customer’s purchase reference.

557) Enter complete information about the product being returned.

558) When you select a product, system will show the Unit Price, default Location, etc. for that product. However, you can change it for this return.

559) For each return, you can also mention the location at which that particular product is being returned. System will show you the default location ID, but you can change it as per your requirements.

560) For each product being returned, system will show the “sold serial” numbers in a separate grid at lower left corner of the screen. See “Enter Serial No. of <product name>”

561) From this grid, you can select the serial number which you are receiving back.

562) The total serial numbers and the corresponding Quantity being received back; must be equal.

563) You can return cash at the time of Sales Return

564) System will show you default “Cash in hand” account as “Paid Amount From Account”

565) You can change it if required.

566) You can enter full or partial return amount for this Return.

567) “[X] Include in Tax Record” will mark this invoice to be appeared on Sales Tax Registers.

568) Press “Save” button to save the Sales Return with status “Unposted”.

569) Press “Cancel” button to clear you data input. System will clear the screen so that you can start entering a fresh invoice.

570) You can also mark a Sales Return as “Cancelled”.

571) Press “Inv Cancel” button. System will confirm you before proceeding.

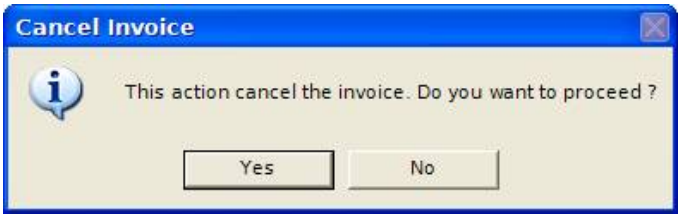


Figure: Confirm before canceling a Sales Return

572) You can print the Sales Return from the same screen. Press “Print” button, system will print the Sales Return as follows:

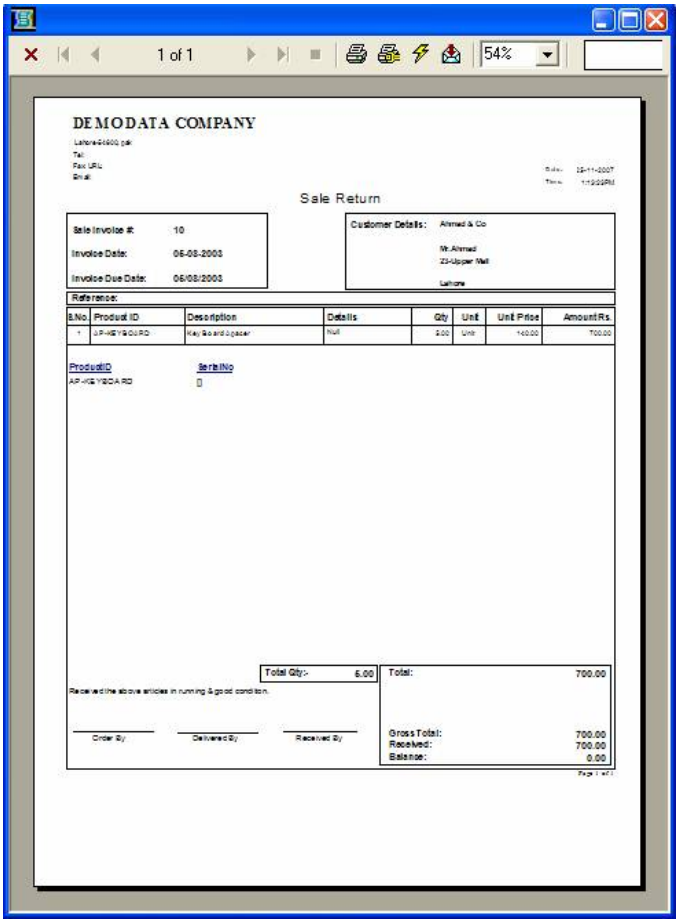


Figure: Sales Return printout

3.7.6.5) Modifying Sales Invoices

After posting a Product Sales Invoice, Service Invoice, Sales Return, Purchase Invoice, Service Purchase Invoice, or Purchase Return, you can not change the transaction on the respective data entry screen. But through "Modification" option in "Transaction" menu, you can modify them.

573) Following information (fields) can not be modified:

574) Invoice No., Invoice Type, Product ID, Quantity, Location ID, Product Serial No., Paid Amount, and Received Amount.

575) Following information can be changed

576) All other options are changeable which are enabled for entry. For example, G/L Accounts (e.g., Cash Account, Sales Account, Purchase Account), Date and Reference fields etc.

Tip

If you want to change Paid or Received Amount, you can use Cash/Bank option in modification and select “PA” type for supplier payments and “SA” for customer receipts.

3.7.6.6) Posting

577) At the time of reporting, system offers a choice between Posted and Un-posted Invoices to be printed.

578) Posted Invoices means reflect the effect of saved invoices on G/L Accounts, Customer Accounts and Inventory.

579) Un-posted Invoices are those, which has no effect on accounts, and also not made a part of the permanent records of the company until you decide that you are satisfied with them or not.

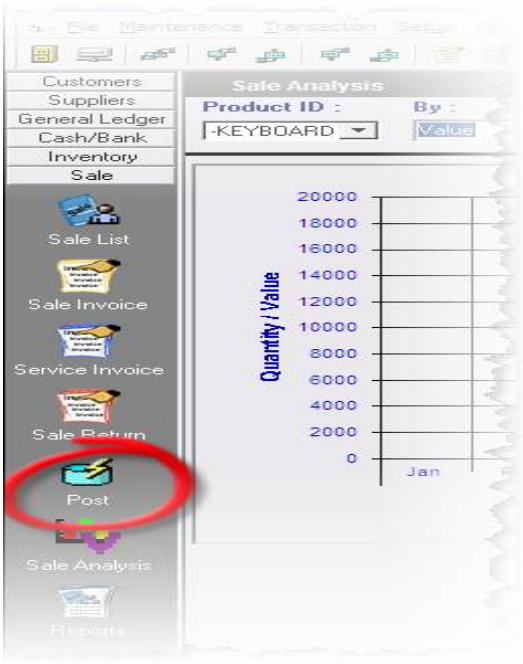


Figure: Posting option

580) To post the transaction(s), for example Invoices, select the un-posted invoices on Invoice List window.

581) You can select multiple transaction / invoices for posting

Caution:

After pressing the "Post" button on left navigator, system will not confirm you again, and will start posting immediately. After a transaction has been posted, you could not modify it, but through Modification option on Transaction menu.

582) Once the posting has been completed, system will ask you whether you want to print the Posting Summary.

583) This could be beneficial if you have too many invoices, or there are invoices in previous dates that are not yet posted.

584) You can get a precise summary when you press "Yes" against following question:

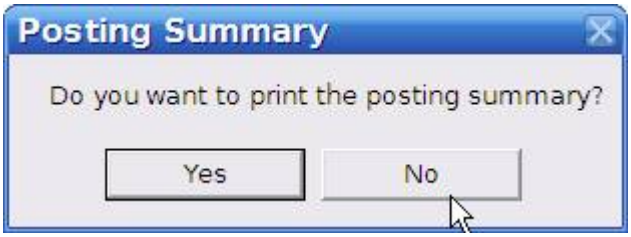


Figure: Confirmation for printing the posting summary

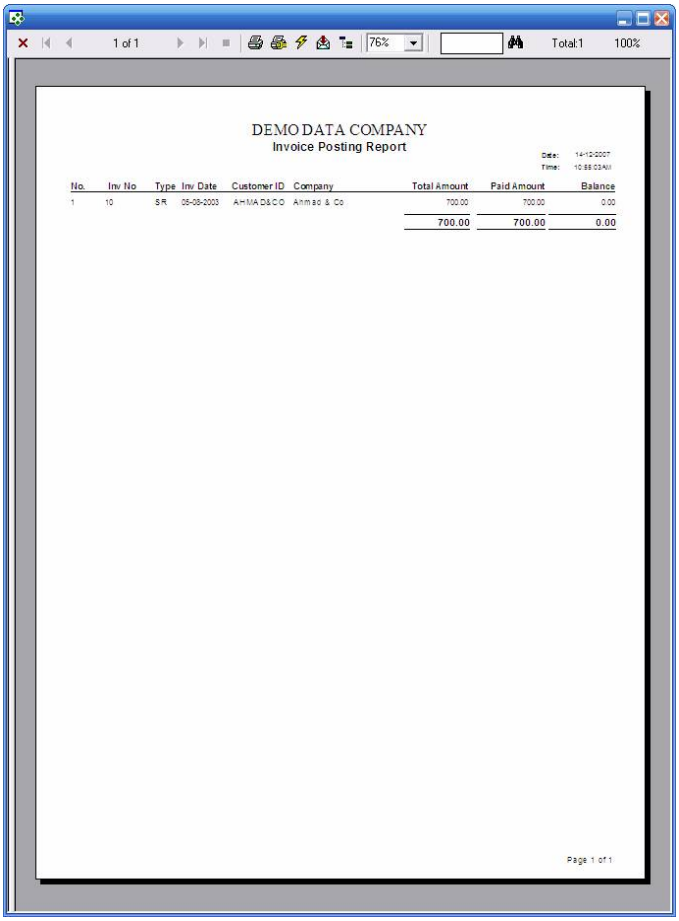

1 of 1
76%
Total:1
100%
DEMO DATA COMPANY
Invoice Posting Report
Date: 14-12-2007
Time: 10:58:03 AM
No. Inv No Type Inv Date Customer ID Company Total Amount Paid Amount Balance
1 10 SR 05-08-2003 AHMAD&CO Ahmad & Co 700.00 700.00 0.00
700.00 700.00 0.00
Page 1 of 1

Figure: Invoice Posting Summary report

3.7.6.7) Sales Analysis

585) Sales Analysis is the graphical presentation of your Sales and Sales Returns in current fiscal year.

586) It can be accessed by clicking on “Sales Analysis” button on Sales Navigator. System will open following window:

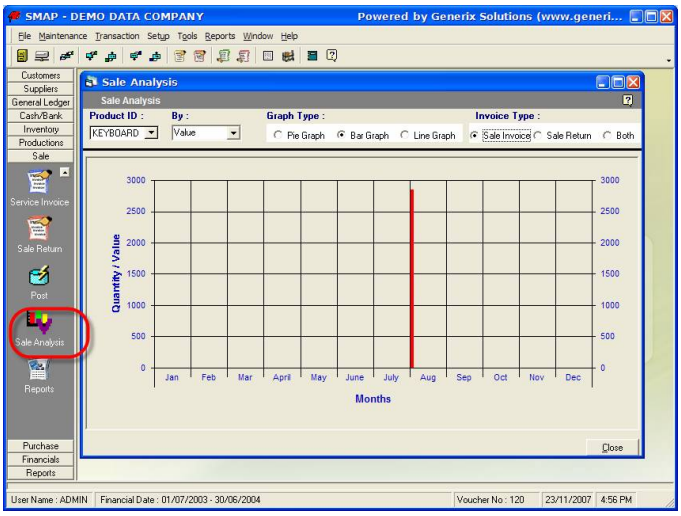


Figure: Sales Analysis

587) You can view your sales for each product. Select your desired product from Product ID combo box.

588) The graph can draw either on Quantity or Value of the Sales. Select the option in "By:" combo box.

589) There is another option to select Sales only, Sales Return, or both.

3.7.7) Purchases (module)

SMAP lets you maintain Purchases (also called Inventory Receiving) from your suppliers. You can purchase Products (inventory items), Services or record Purchase Returns to your Suppliers.

Your purchase transactions are posted to General Ledger, as well as it update your Stocks and Supplier Ledgers.

3.7.7.1) List of existing purchases (Purchase List)

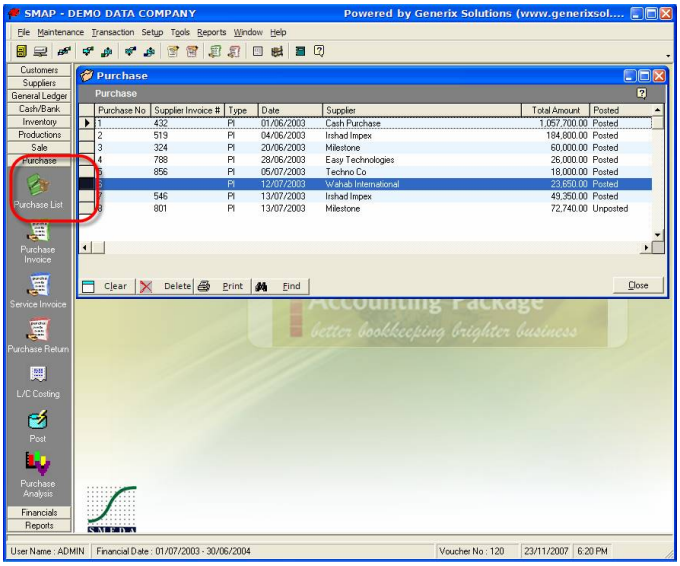

SMAP - DEMO DATA COMPANY
Powered by Generix Solutions (www.generixsol....
File Maintenance Transaction Setup Tools Reports Window Help
Customers
Suppliers
General Ledger
Cash/Bank
Inventory
Productions
Sale
Purchase
Purchase List
Purchase Invoice
Service Invoice
Purchase Return
L/C Costing
Post
Purchase Analysis
Financials
Reports
Purchase
Purchase
Purchase No | Supplier Invoice # | Type | Date | Supplier | Total Amount | Posted
1 | 432 | PI | 01/06/2003 | Cash Purchase | 1,057,700.00 | Posted
2 | 519 | PI | 04/06/2003 | Irshad Impex | 184,800.00 | Posted
3 | 324 | PI | 20/06/2003 | Milestone | 60,000.00 | Posted
4 | 788 | PI | 28/06/2003 | Easy Technologies | 26,000.00 | Posted
5 | 856 | PI | 05/07/2003 | Techno Co | 18,000.00 | Posted
6 | | PI | 12/07/2003 | Wahab International | 23,650.00 | Posted
7 | 546 | PI | 13/07/2003 | Irshad Impex | 49,350.00 | Posted
8 | 801 | PI | 13/07/2003 | Milestone | 72,740.00 | Unposted
Clear
Delete
Print
Find
Close
User Name : ADMIN
Financial Date : 01/07/2003 - 30/06/2004
Voucher No : 120
23/11/2007
6:20 PM

Figure: Open "Purchase List" through Purchase Navigator

590) You can open "Purchase List" through Purchase Navigator or through Transaction menu.

591) Like Sales List, the Purchase List has no filter criteria. System will show you all purchases in this window.

592) Different kind of purchase transactions will be displayed in separate colors

593) Purchase invoices will be displayed in regular (black) color

594) Services invoices will be displayed in blue color

595) Purchase Returns will be displayed in red color

596) All necessary related functionality is available through different button on Purchase List window.

597) Cancel – will un-select all invoice (in case of multiple selection of invoices)

598) Delete – will delete the single selected invoice. A posted or cancelled invoice can not be deleted.

599) Print – will print the selected invoices

600) Find – will find a text within selected column

601) Close – will close the window

3.7.7.2) Create a new Purchase Invoice

602) Click on "Purchase Invoice" on Purchase Navigator.

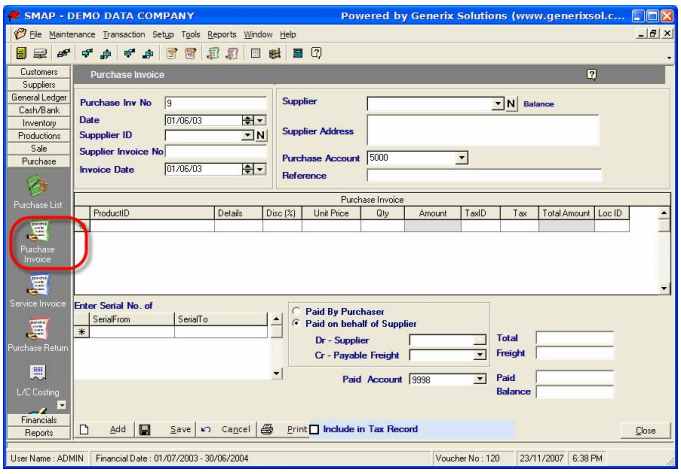


Figure: Open Purchase Invoice window through Purchase Navigator

603) Next Purchase Invoice No. will automatically displayed by the system.

604) System will show you today's date as default Invoice Date. You can change it.

605) Enter Supplier ID or select it from the dropdown list.

606) System will also allow you to add a new Supplier.

607) Press "N" button either in front of Supplier ID field or in front of Supplier (Name) field.

608) The "Supplier Record" window will open for you to create a new supplier.

609) When the supplier is selected, supplier related information will automatically fill in the appropriated fields. These are; Supplier (Name), Current Balance, and Address.

610) Supplier Invoice No. and Invoice Date

611) System will show the default Purchase Account. You can change it for this invoice if required.

612) "Reference" is the optional text field and can be used to enter purchase reference.

613) Enter complete information about the product being purchased.

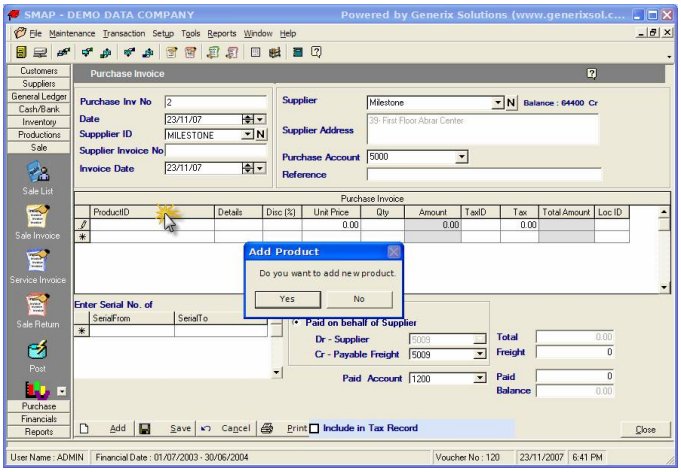


Figure: Click on Product ID column heading, system will allow you to add new product on-the-fly.

614) When you select a product, system will show the Unit Price, default Location, etc. for that product. However, you can change it for this invoice.

615) For each product, you can also mention the location at which that particular product is being received.

616) System will update the stock separately for each location.

617) If the product being entered is Serial No based, then you can enter Serial Nos. in the “Enter Serial No of <product name>” grid at lower left corner.

618) You can enter multiple serial numbers one by one at each row. You can also enter a range of serial numbers.

619) You can press “Del” key to delete a row while entering the serial number (if required).

620) While entering the serial numbers, system will automatically update the Quantity according to the number of Serial Nos. being entered.

621) You can also enter the payment against this purchase.

622) “[X] Include in Tax Record” will mark this invoice to be appeared on Sales Tax Registers.

623) Press “Save” button to save the invoice with status “Unposted”.

624) Press “Cancel” button to clear you data input. System will clear the screen so that you can start entering a fresh invoice.

625) You can print the Purchase Invoice from this window. Just press the “Print” button.

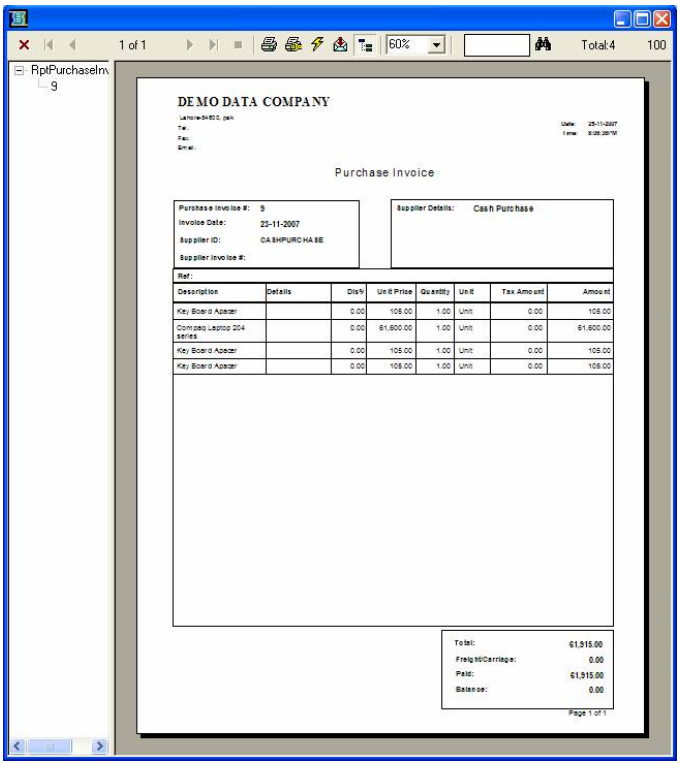


Figure: Purchase Invoice printout

626) To edit an existing Invoice, double click on it from Purchases List window. System will show you the invoice in its corresponding window; Purchase Invoice window, Service Invoice window, or Purchase Return window.

3.7.7.3) Create a new Purchase Service Invoice

627) Select "Service Invoice" option from the Purchase Navigator.

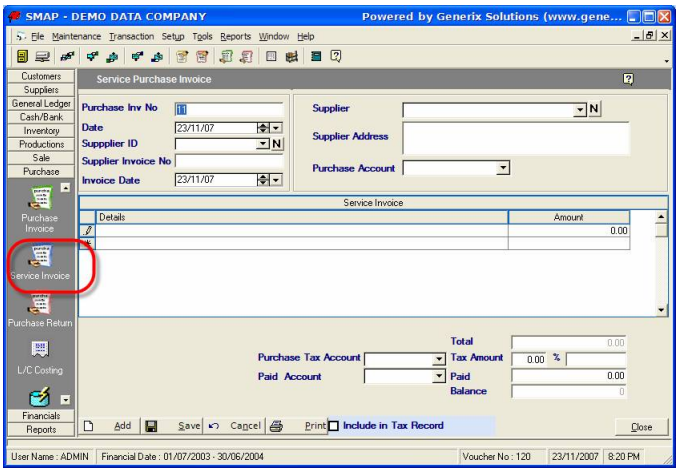


Figure: Service Invoice window that is accessed through Purchase Navigator

628) System will open “Service Invoice” window

629) Next “Purchase Inv No” will automatically displayed by the system.

630) System will show you today’s date as default Invoice Date. You can change it.

631) Enter Supplier ID or select it from the dropdown list.

632) System will also allow you to add a new supplier.

633) Press “N” button either in front of Supplier ID field or in front of Supplier (Name) field.

634) System will display “Supplier Record” window for you to create a new supplier.

635) Supplier Invoice No. and Invoice Date

636) System will show the default Purchase Account. You can change it for this invoice if required.

637) Enter complete information about the services being received.

638) Services will be entered on each line in “Detail” column, and its correspondence charges (Amount column).

639) You can enter almost 250 characters on each row in Detail column.

640) The default Purchase Tax Account and Paid Account No. will appear. These are the account numbers as you have already defined in Control Accounts settings window.

641) These are default account numbers. But you can change any of then for this invoice.

642) You can also enter the amount paid.

643) “[X] Include in Tax Record” will mark this invoice to be appeared on Sales Tax Registers.

644) Press “Save” button to save the invoice with status “Unposted”.

645) You can print the invoice from the same screen. Press “Print” button, system will print the Service Invoice as follows:

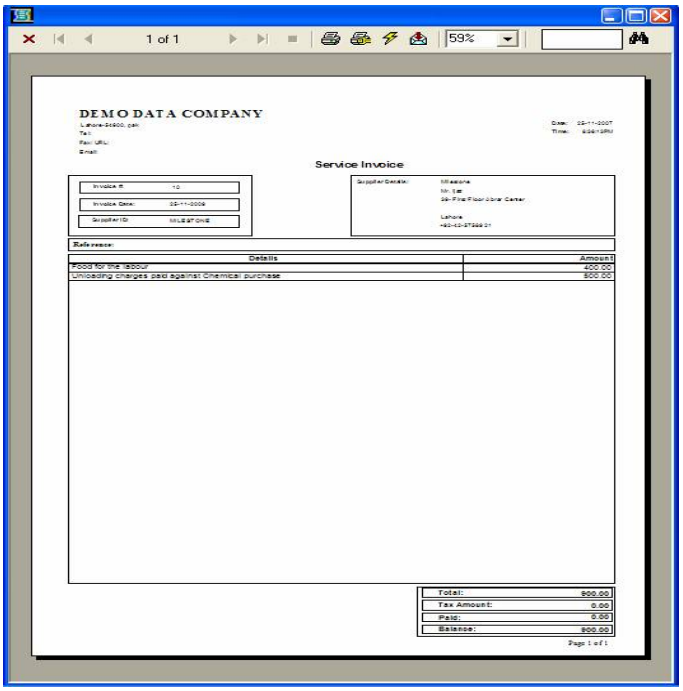


Figure: Service Invoice printout

3.7.7.4) Purchase Return

646) Select “Purchase Return” option on Purchase Navigator.

647) System will display “Purchase Return” window.

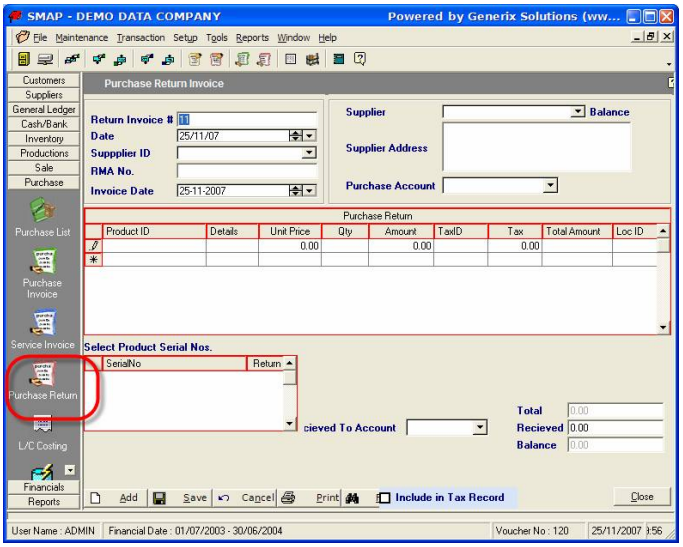


Figure: Purchase Return window through Purchase Navigator

648) Next “Return Invoice #” will automatically displayed by the system.

649) System will show you today's date as default Invoice Date. You can change it.

650) Enter Supplier ID or select it from the dropdown list.

651) When the supplier is selected, customer related information will automatically fill in the appropriated fields. These are; Supplier Name, Address and Current Balance

652) Enter complete information about the product being returned.

653) When you select a product, system will show the Unit Price, default Location, etc. for that product. However, you can change it for this return.

654) For each return, you can also mention the location from which that particular product is being returned. System will show you the default location ID, but you can change it as per your requirements.

655) For each product being returned, system will show the "purchased serial" numbers in a separate grid at lower left corner of the screen. See "Enter Serial No. of <product name>"

656) From this grid, you can select the serial number which you are sending back.

657) The total serial numbers and the corresponding Quantity being received back, must be equal.

658) Received amount

659) "[X] Include in Tax Record" will mark this invoice to be appeared on Sales Tax Registers.

660) Press "Save" button to save the Sales Return with status "Unposted".

661) Press "Cancel" button to clear you data input. System will clear the screen so that you can start entering a fresh invoice.

662) You can print the Purchase Return from the same screen. Press "Print" button, system will print the Purchase Return as follows:

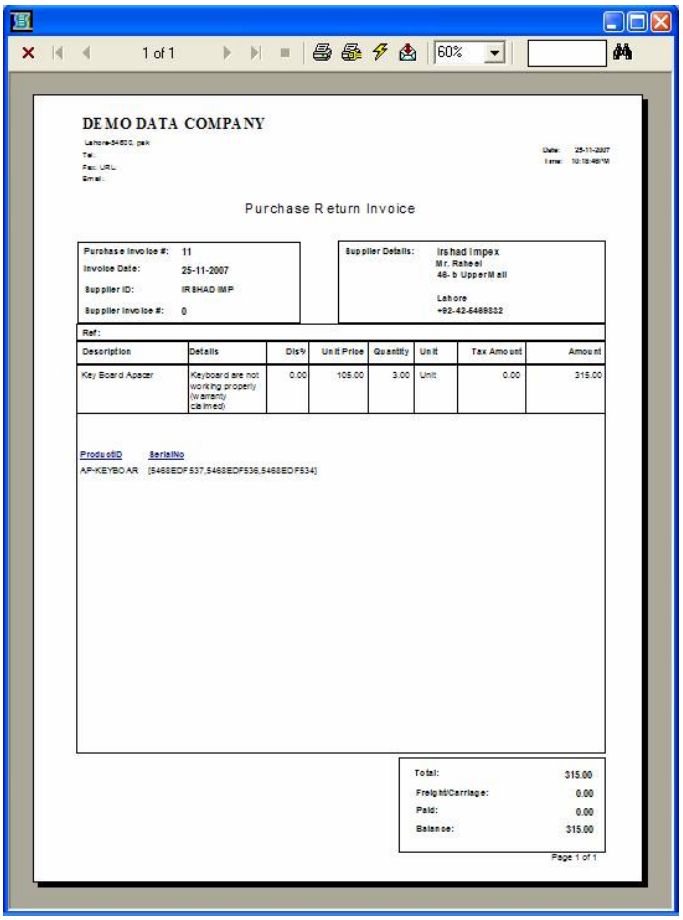


Figure: Purchase Return printout

3.7.7.5) Modifying Purchase Invoices

663) Following information (fields) can not be modified:

664) Invoice No., Invoice Type, Product ID, Quantity, Location ID, Product Serial No., Paid Amount, and Received Amount.

665) Following information can be changed

666) All other options are changeable which are enabled for entry. For example, G/L Accounts (e.g., Cash Account, Sales Account, Purchase Account), Date and Reference fields etc.

Tip

If you want to change Paid or Received Amount, you can use Cash/Bank option in modification and select “PA” type for supplier payments and “SA” for customer receipts.

3.7.7.6) Purchase Analysis

667) Purchase Analysis is the graphical presentation of your Purchases and Purchase Returns in current fiscal year.

668) It can be accessed by clicking on "Purchase Analysis" button on Purchase Navigator. System will open following window:

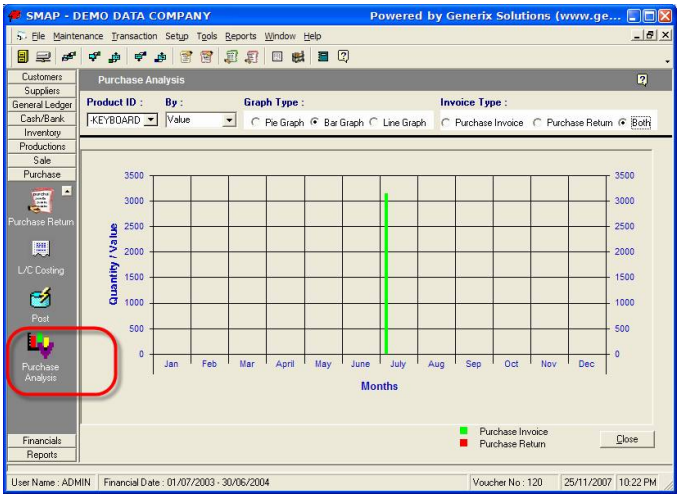


Figure: Purchase Analysis

669) You can view your sales for each product. Select your desired product from Product ID combo box.

670) The graph can draw either on Quantity or Value of the Sales. Select the option in "By:" combo box.

671) There is another option to select Purchase only, Purchase Return, or Both.

3.7.7.7) Posting

672) At the time of reporting, system offers a choice between Posted and Un-posted Invoices to be printed.

673) Posted Invoices means reflect the effect of saved invoices on G/L Accounts, Customer Accounts and Inventory.

674) Un-posted Invoices are those, which has no effect on accounts, and also not made a part of the permanent records of the company until you decide that you are satisfied with them or not.

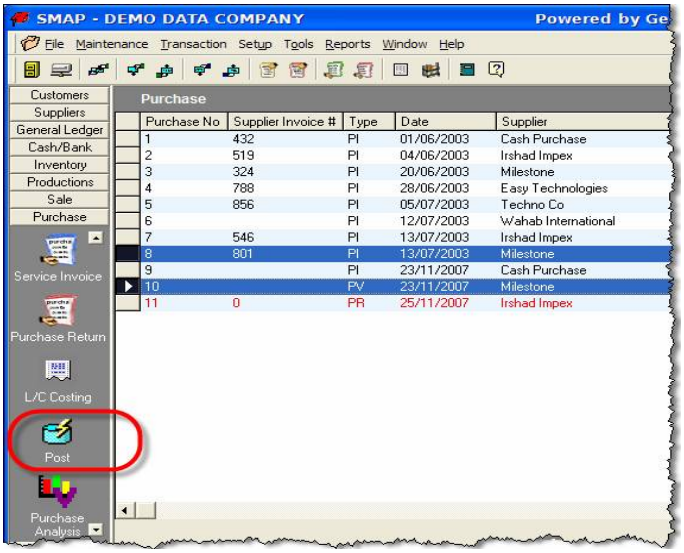

SMAP - DEMO DATA COMPANY
Powered by Ge
File Maintenance Transaction Setup Tools Reports Window Help
Customers
Suppliers
General Ledger
Cash/Bank
Inventory
Productions
Sale
Purchase
Service Invoice
Purchase Return
L/C Costing
Post
Purchase Analysis
Purchase
Purchase No | Supplier Invoice # | Type | Date | Supplier
1 | 432 | PI | 01/06/2003 | Cash Purchase
2 | 519 | PI | 04/06/2003 | Irshad Impex
3 | 324 | PI | 20/06/2003 | Milestone
4 | 788 | PI | 28/06/2003 | Easy Technologies
5 | 856 | PI | 05/07/2003 | Techno Co
6 | | PI | 12/07/2003 | Wahab International
7 | 546 | PI | 13/07/2003 | Irshad Impex
8 | 801 | PI | 13/07/2003 | Milestone
9 | | PI | 23/11/2007 | Cash Purchase
10 | | PV | 23/11/2007 | Milestone
11 | 0 | PR | 25/11/2007 | Irshad Impex

Figure: Posting option

675) To post the transaction(s), for example Invoices, select the un-posted invoices on Invoice List window.

676) You can select multiple transaction / invoices for posting

For multiple selections, hold down the Ctrl-key and using the mouse, click on the invoice that you want to select. You can click again on a selected row to un-select it.

Caution:

After pressing the "Post" button on left navigator, system will not confirm you again, and will start posting immediately. After a transaction has been posted, you could not modify it, but through Modification option on Transaction menu.

677) Once the posting has been completed, system will ask you whether you want to print the Posting Summary.

678) This could be beneficial if you have too many invoices, or there are invoices in previous dates that are not yet posted.

679) You can get a precise summary when you press "Yes" against following question:

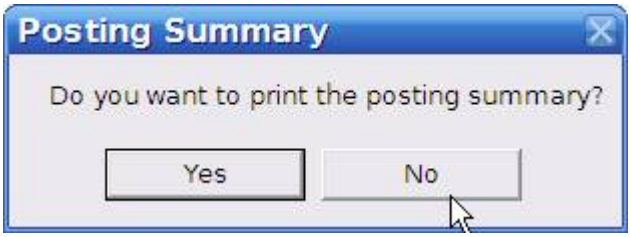


Figure: Confirmation for printing the posting summary

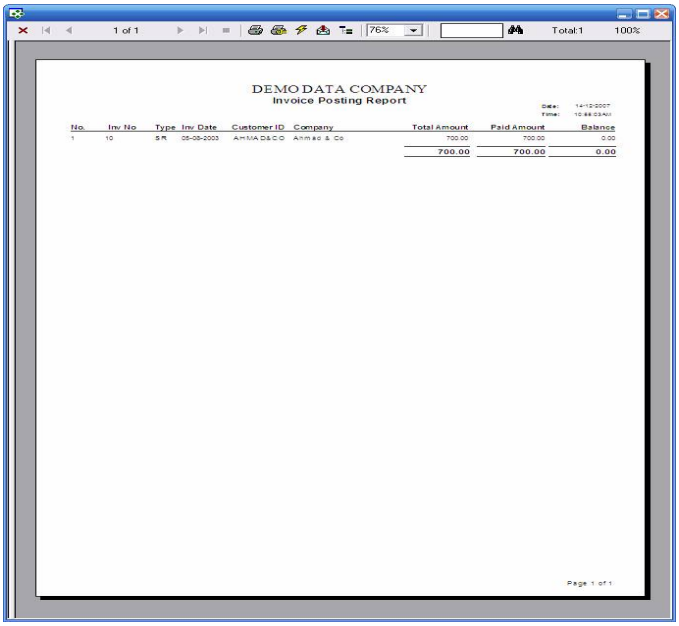


Figure: Invoice Posting Summary report

3.7.7.8) L/C Costing

680) L/C Costing window can be accessed through Purchase Navigator.

681) Like other transaction, L/C Costing records have no List window for viewing existing record.

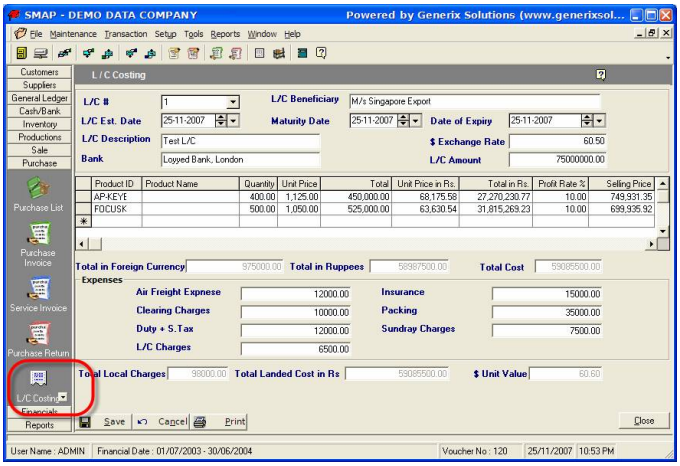


Figure: L/C Costing window

682) These records have no impact on any ledger; e.g., General Ledger, Supplier Ledger, or even on your stocks.

683) You can create as many L/C Costing sheets as you need.

684) There are two reports designed for L/C Costing outputs:

685) L/C Costing

686) L/C Costing Summary

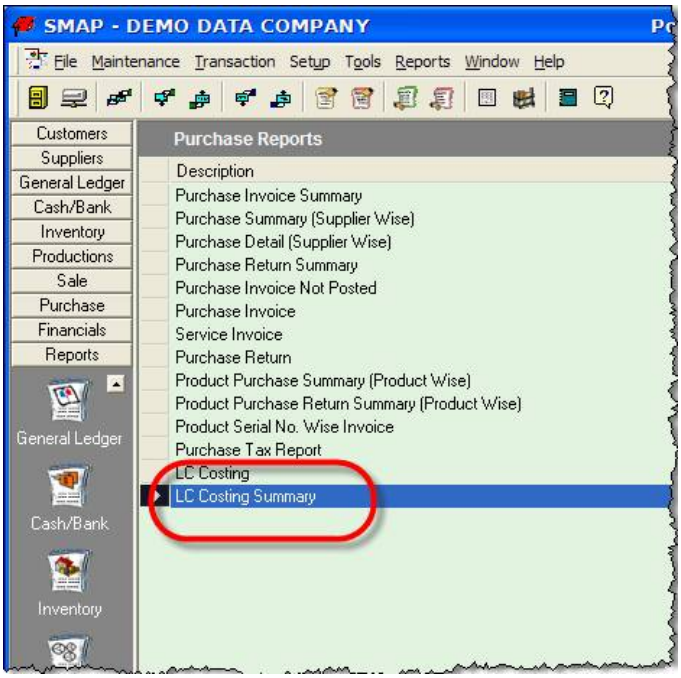


Figure: Reports designed for L/C Costing

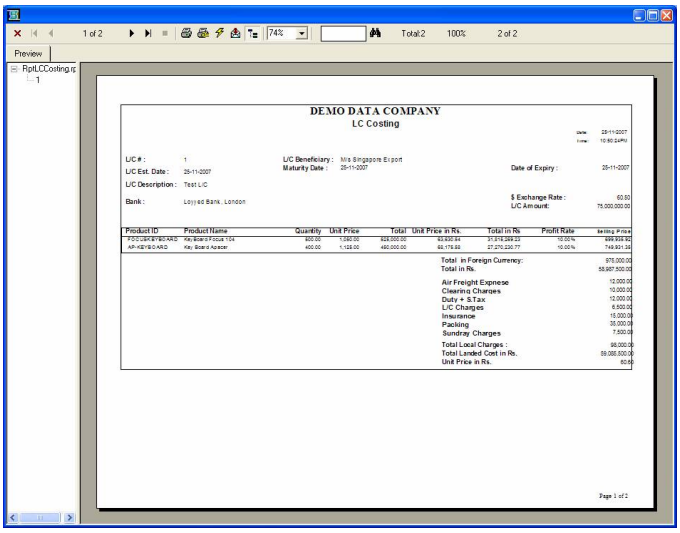


Figure: L/C Costing printout

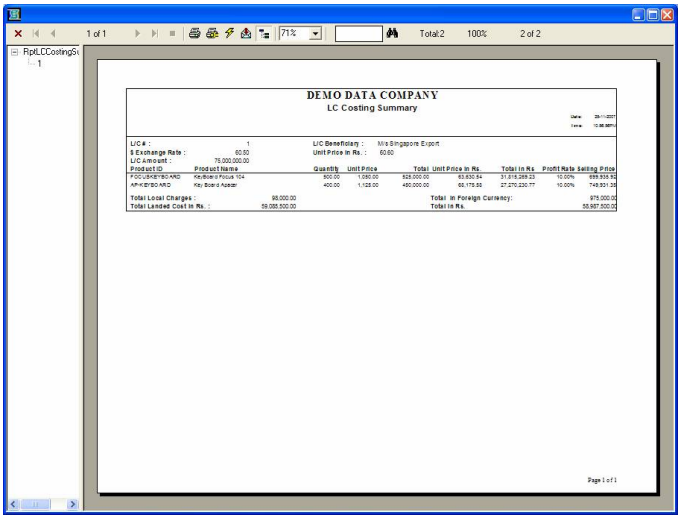


Figure: L/C Costing Summary

3.7.8) Point of Sales (POS)

You can access POS modules from left-side navigators, where you will see POS Setting, Point of Sale (the sales screen), Shift Closing, POS Shift, POS Till, Bar Code, Shift Status and Reports.

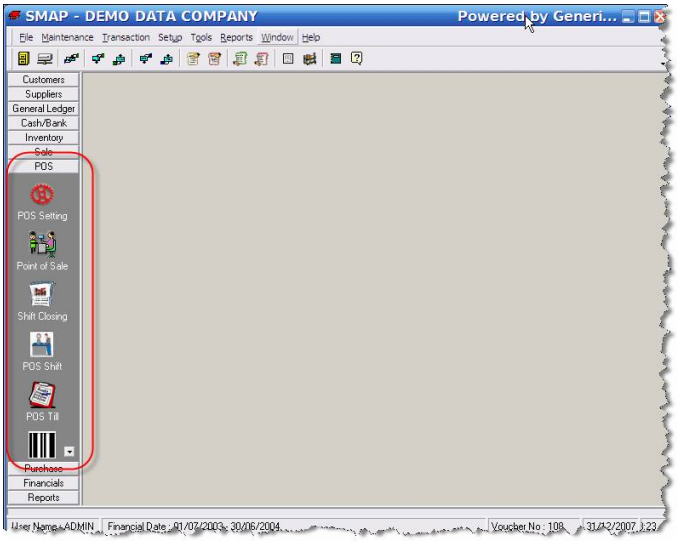


Figure: POS Module that can be access through left navigator

3.7.8.1) POS Settings

Choose "POS Setting" from POS Navigator. System will display following screen:

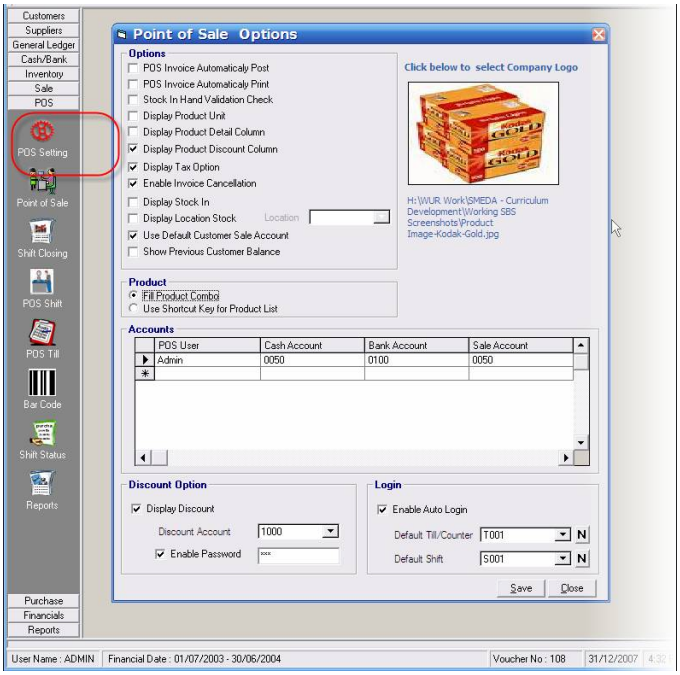


Figure: Access POS Setting through POS Navigator

Following settings can be configured:

687) POS Invoice Automatic Post - If this option is enabled then system will automatically post the sale to General Ledger at the time of invoice save.

688) POS Invoice Automatic Print - If this option is enabled then system will automatically send to the default printer at the time of invoice saves.

689) Stock In Hand Validation Check - If this option is enabled then when you save or post an invoice it will check the existence of the stock.

690) Display Product Unit - If this option is Enabled then when you will be generating an invoice, it will display the unit column where you can view the unit of measure, of the product selected in the list.

691) Display Product Detail Column - If this option is Enabled then when you will be generating an invoice, it will display the details column, where you can enter any remarks for the product selected in the list.

692) Display Product Discount Column - If this option is Enabled then when you will be generating an invoice, it will display the discount% of the product selected in the list, where you can enter the percentage at which discount will be given to the customer at the selected product.

693) Display Tax Option - If this option is Enabled then when you will be generating an invoice, it will display the column for “Tax ID” where you can select the tax rate at which the Sale Tax column will be updated and this amount will also be added in the Total column.

694) Enable Invoice Cancellation

695) Display Stock In

696) Display Location Stock

697) Use Default Customer Sale Account

698) Show Previous Customer Balance

699) Fill Product Combo or not

700) Set Cash, Bank and Sales accounts for the POS User.

701) Display Discount

702) Auto Login

3.7.8.2) POS Screen

703) Select “Point of Sale” option from the POS Navigator, system will display following window:

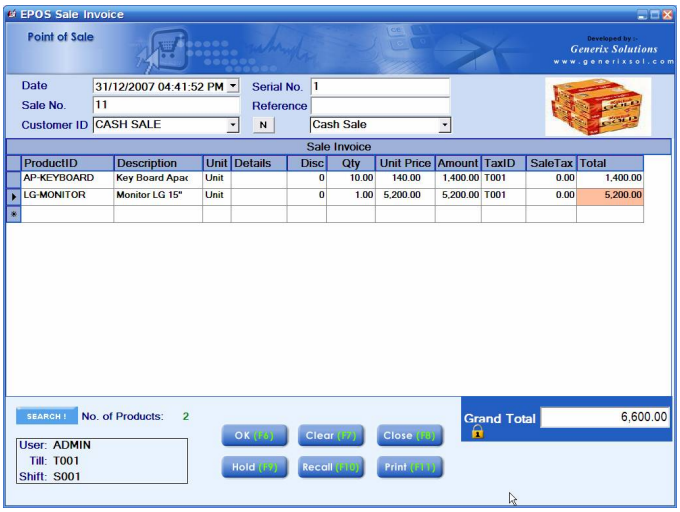


Figure: "Point of Sale" screen

704) "Auto Invoice No" will be automatically displayed in "Sale No" field

705) "Serial No" will also be automatically displayed by the system.

706) System will show today's date and current time automatically in "Date" field. You can change it if required.

707) Customer ID

708) By default, system will show "Cash Sale" as the customer.

709) You have already select "Cash Sale" on Customer Default screen (it is an existing customer on Customer List).

710) You can change to another customer when required.

711) Enter the information for each product on a separate line, including the details, Quantity, Unit Price, Discount% (if required) and Tax Amount (when required).

712) You can also give discount on the invoice.

713) This could be password protected through POS Setting.

714)

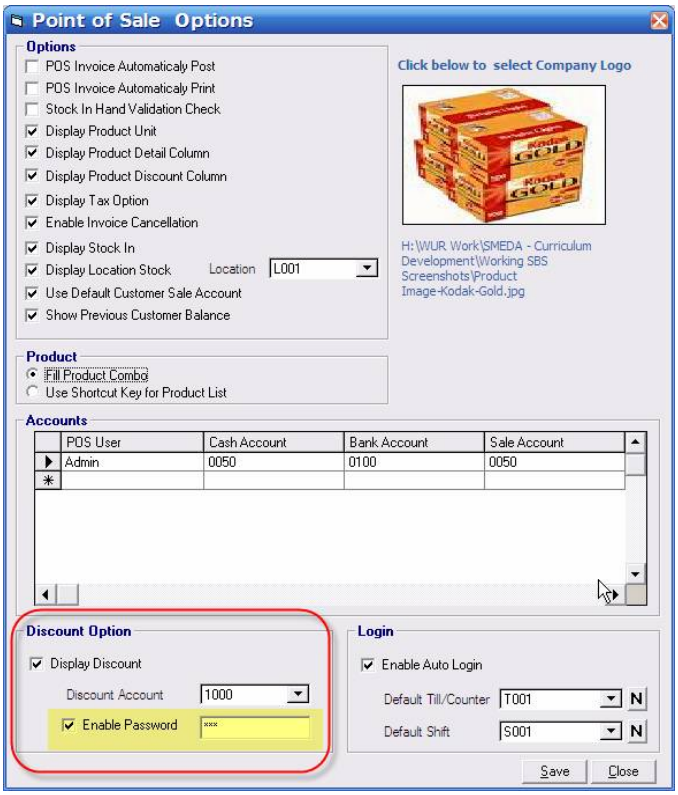


Figure: Enable password on entering the discount during the POS sales.

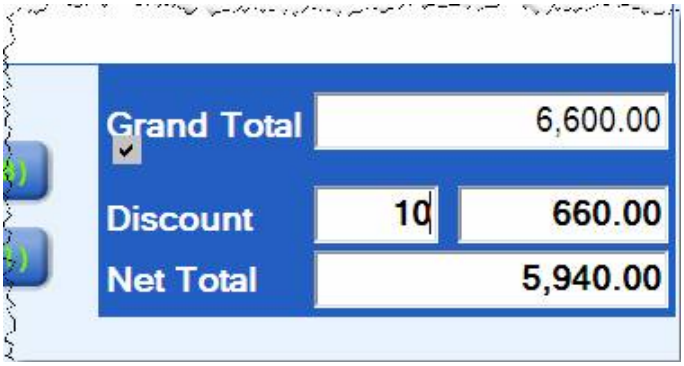


Figure: Enter discount (percentage or fixed amount) at the time of sale

715) To save invoice press “OK / (F6)" button.

716) When OK button is pressed you will popup with Cash/Credit screen

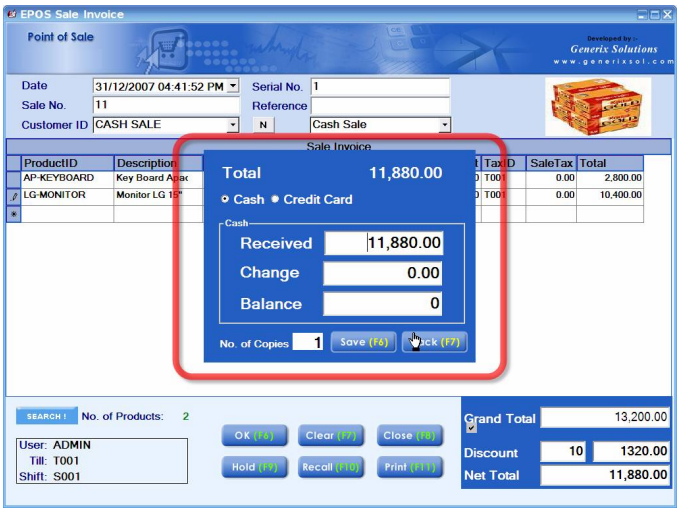


Figure: Cash collection screen at the time of saving the invoice

717) You can select Cash or Credit option at the time of payment collection

718) In case of Cash Payment, enter the amount in “Received” field.

719) In case of Credit Payment, the small screen will get change.

Figure: Credit Payment collection screen

720) You will be entering Received amount, Bank and Credit Card No.

721) Press <F6> or Save button again to finally save the invoice.

722) To edit an existing POS invoice, open the “Sale List” through Sales Navigator.

723) Select the desired invoice, and double-click on it. Selected invoice will be displayed in a new (Point of Sale) window.

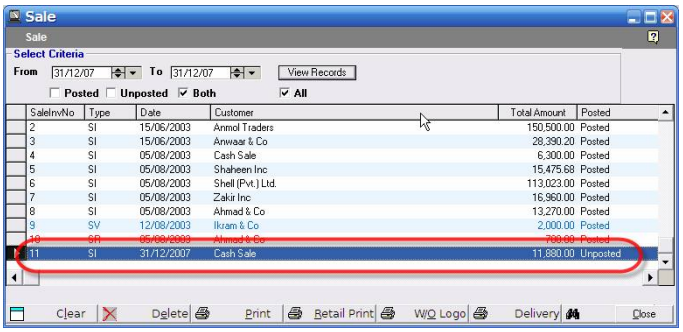

Sale
Sale
Select Criteria
From 31/12/07 To 31/12/07 View Records
Posted Unposted Both All
SaleInvNo Type Date Customer Total Amount Posted
2 SI 15/06/2003 Anmol Traders 150,500.00 Posted
3 SI 15/06/2003 Anwaar & Co 28,390.20 Posted
4 SI 05/08/2003 Cash Sale 6,300.00 Posted
5 SI 05/08/2003 Shaheen Inc 15,475.68 Posted
6 SI 05/08/2003 Shell (Pvt.) Ltd. 113,023.00 Posted
7 SI 05/08/2003 Zakir Inc 16,960.00 Posted
8 SI 05/08/2003 Ahmad & Co 13,270.00 Posted
9 SV 12/08/2003 Ikram & Co 2,000.00 Posted
11 SI 31/12/2007 Cash Sale 11,880.00 Unposted
Clear Delete Print Retail Print W/O Logo Delivery Close

Figure: You can see POS Sales on "Sale List"

724) More buttons on the window

725) "OK / F6" – to save the invoice

726) "Clear / F7" – to clear the data entry window and start a new invoice.

727) "Close / F8" – to close the POS window.

728) "Hold / F9" – to save current invoice on Hold status. Such invoices can be opened in Point of Sale window at any time. The Recall/F9 button will open a Recall Dialog box where you can select Hold invoices.

729) "Recall /F10" – to recall Hold invoices.

730) "Print / F11" – to print the selected invoice.

3.7.8.3) Shift Closing

You can close a shift on the till by choosing "Shift Closing" option on POS Navigator.

System will show you following window, telling your Till No., Shift, and current status.

Figure: Shift Closing

Important:

If you close a shift, the un-posted transaction will remain there. You have to "post" them through Sale Navigator.

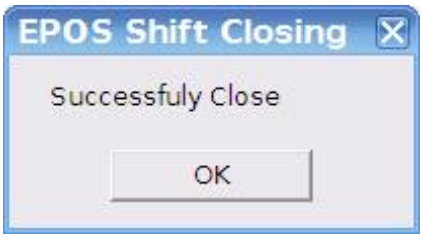


Figure: System shows this message when a Shift/Till has successfully closed

Once your shift has been closed, you can not use current session of POS. You have to log out from SMAP application and re-login.

731) To do so, either you can simply exit from the application – File-Exit or press Ctrl-X keys.

732) Or, you can choose menu option "File-Log Off", system will first log out, and ask you again for new login.

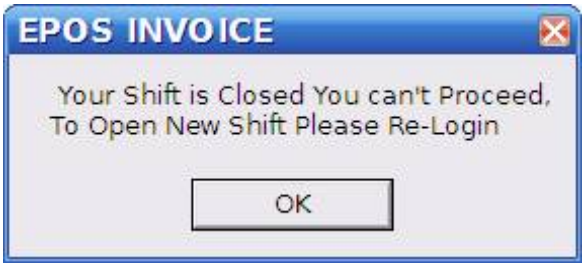


Figure: System shows this message when you have just closed your Shift/Till and after that immediately run POS sales screen

733)

3.7.8.4) Manage POS Shifts

734) Open the "POS Shift" window through POS Navigator. System will display "Shift Details" window.

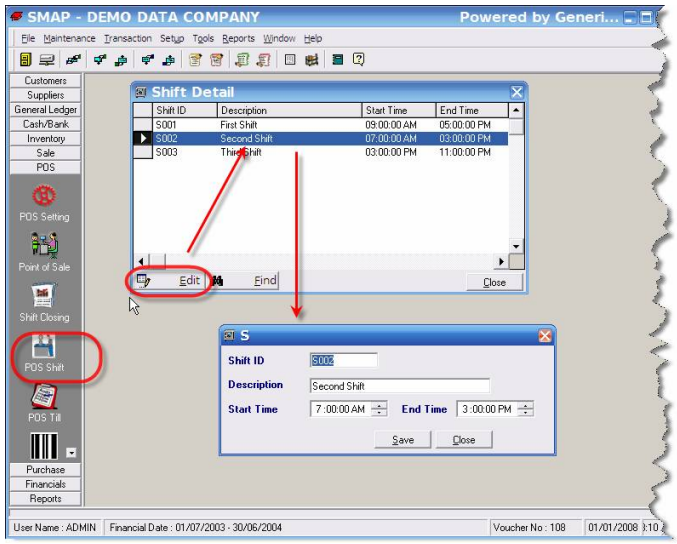


Figure: Open "POS Shift" window through POS Navigator, then press "Edit" button to modify existing shift

735) Press "Edit" button or double-click the shift that you want to modify. System will open "Shift" window.

736) Change the information as per your requirements.

737)

3.7.8.5) POS Tills

738) Open the "POS Till" window through POS Navigator. System will display "Tills Details" window.

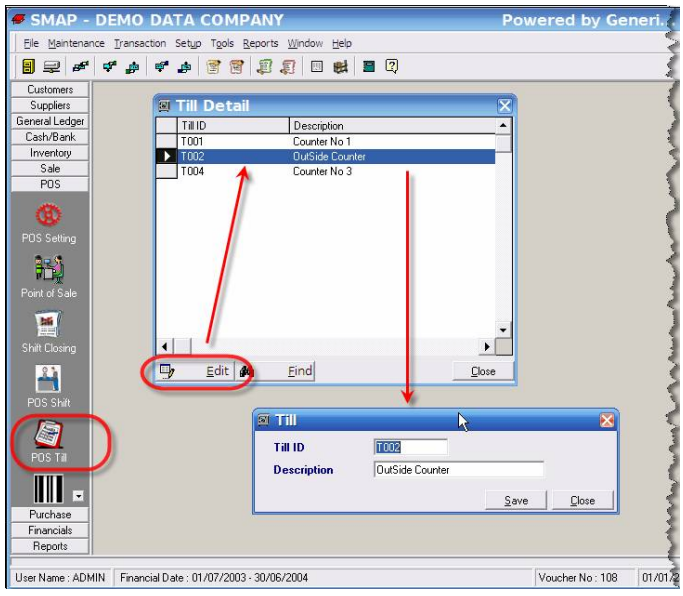


Figure: Open "POS Till" window through POS Navigator, then press "Edit" button to modify existing Till

739) Press “Edit” button or double-click the Till that you want to modify. System will open “Till” window.

740) Change the information as per your requirements.

3.7.8.6) Shift Status

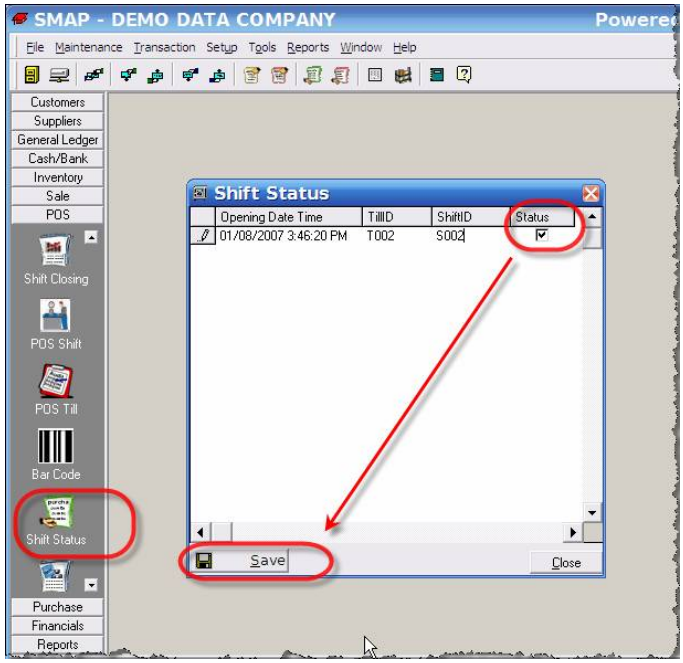


Figure: Shift Status window where you can see each shifts running and their status.

3.7.8.7) Print Bar Codes

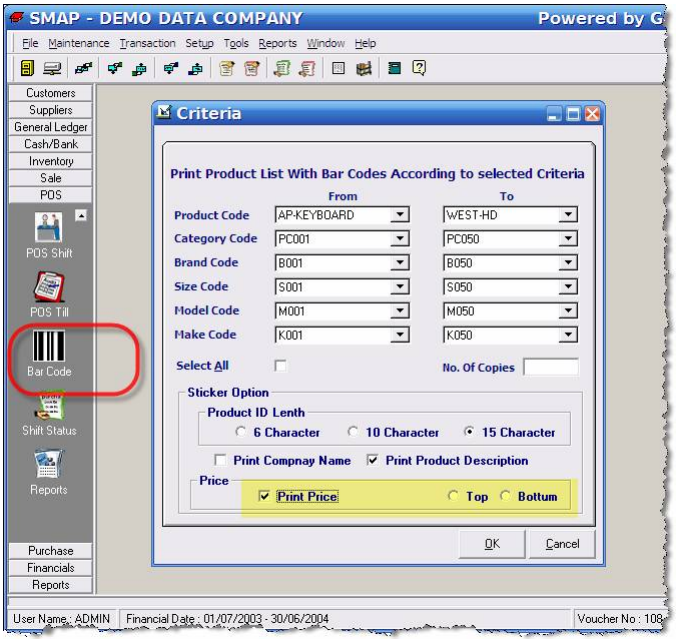


Figure: Bar Code printing criteria window

741) You can set following “Sticker options” for the barcode printing:

742) No. of copies to print – sometime you may need to affix two sticker on each product, i.e., front and rear.

743) Print Company Name

744) Print Product Description

745) Print Price

746) Position of Price printing; Top or Bottom

747) Product ID Length

748) 6 Character

749) 10 Character

750) 15 Character

3.7.9) Production (module)

3.7.9.1) Productions List

751) From the Production Navigator bar, select the “Productions List” option.

752) System will open following window

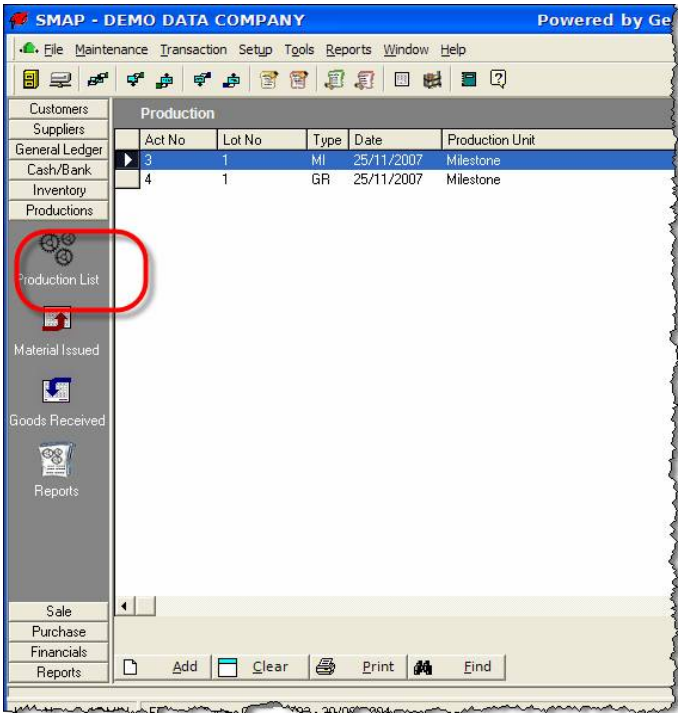


Figure: Production List window

753) This window contains both type records: Material issued to production units, and Goods received from production unit.

754) Material Issued are marked as “MI” type of transactions

755) Goods Received are marked as “GR” type of transactions

756) You can double click on a record; system will open that record in its corresponding window.

757) Add new Production Units

758) Press “Add” button, system will open “Supplier Record” window

759) Create a supplier record (please refer to Supplier Module)

760) Don’t forget to mark “[X] Check if included in Production Unit” – This will tell system to make such supplier available as Production Units.

761) Print records

762) First select the desired record to be printed.

763) System will differentiate between MI (Material Issued) and GR (Goods Received) type of records

764) Press “Print” button.

765) System will print the selected records in its own format:

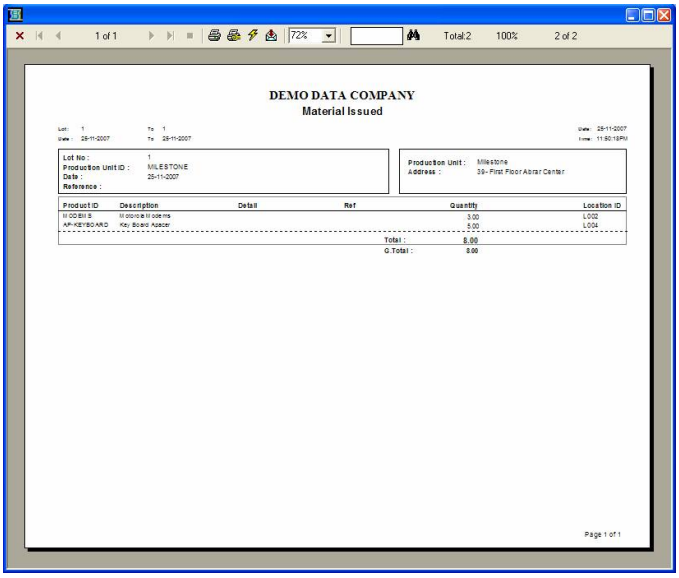


Figure: Material Issued printout

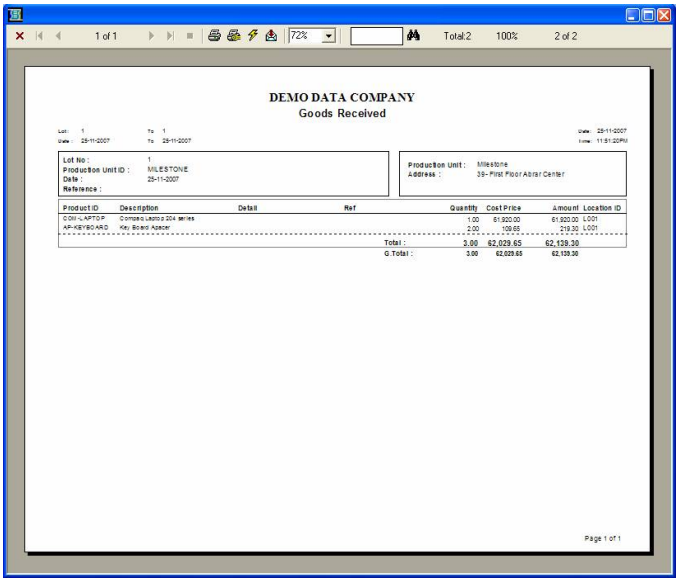


Figure: Goods Received printout

3.7.9.2) Material Issued

766) Select “Material Issue” option from the Production navigator.

767) System will display the window as follows:

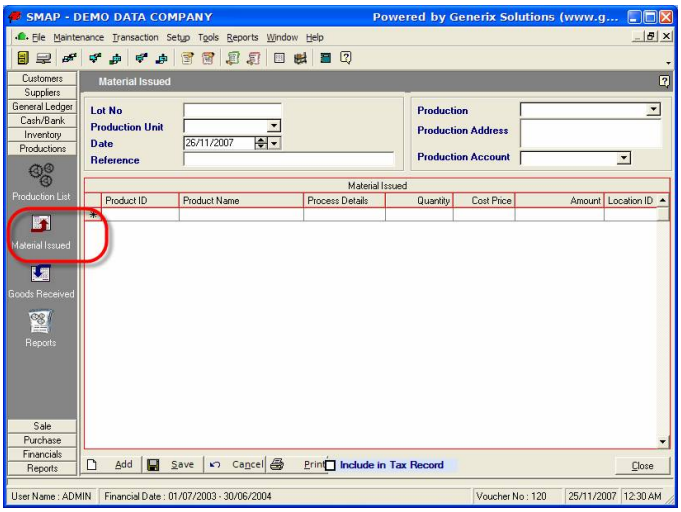


Figure: Material Issue window

768) Enter "Lot No." (or Batch No. in some cases) from which you are supplying material.

769) Select the "Production Unit ID" from the list

770) System will show only those Suppliers which are marked as Production Units in Supplier Record.

771) System will automatically fill in related fields, such as Production House (Supplier) Name, Address, and G/L Production Account, etc.

772) System will show today's date as default Date. You can change it.

773) You can also mention any details or production reference in the "Reference" field.

774) Enter the information for each product included on the material issue on a separate line. These are Product's ID, Process Detail, Cost Price, Quantity being issued, Amount and Location ID.

775) Press "Save" button to permanently save the record.

776) After save, system will not allow you to modify the data on this window.

777) If you want to refresh the window without save you entry, press "Cancel" button. System will clear the input screen and allow you to start new input.

778) You can print the document through this window. Press "Print" button. System will print the document as follows:

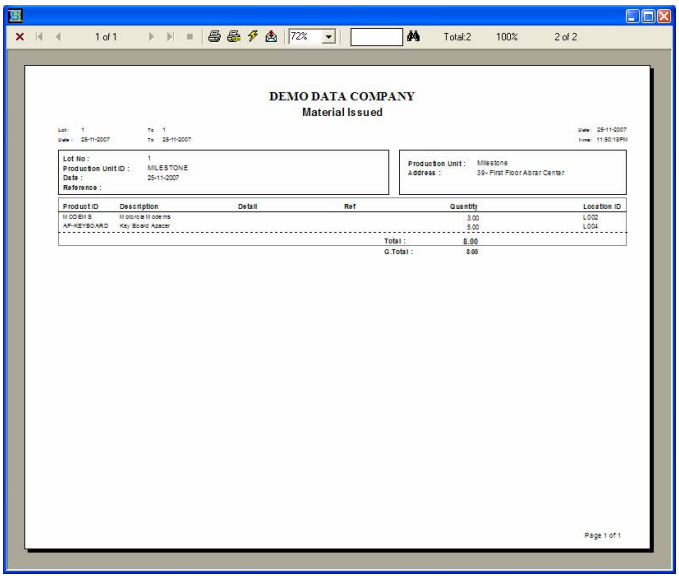


Figure: Material Issued printout

3.7.9.3) Goods Received

779) Select "Goods Received" option from the Production navigator.

780) System will display the window as follows:

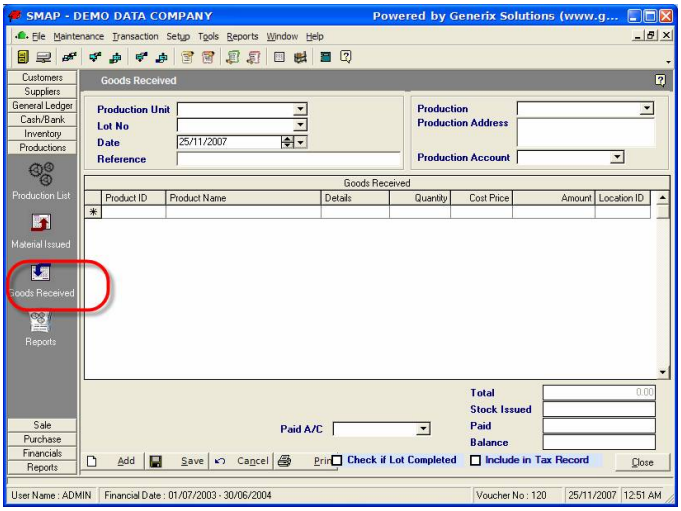


Figure: Goods Received window

781) Select the Production Unit from where you are going to receive the goods.

782) System will show only those Suppliers which are marked as Production Units in Supplier Record.

783) System will automatically fill in related fields, such as Production House (Supplier) Name, Address, etc.

784) Enter "Lot No." (or Batch No. in some cases) against which you are receiving goods.

785) System will show today's date as default Date. You can change it.

786) You can also mention any details or production reference in the "Reference" field.

787) Enter the information for each product included on the material issue on a separate line. These are Product's ID, Receiving Detail, Cost Price, Quantity being received, Amount and Location ID.

788) If you are going to pay full or partial payment against the goods received, enter amount in "Paid" field.

789) Check the box "[X] Check if lot completed" when your lot has completed.

790) By selecting "[X] Include in Tax Record" check box, current adjustment will also affect the Tax Stock Registers.

791) Press "Save" button to permanently save the record.

792) After save, system will not allow you to modify the data on this window.

793) If you want to refresh the window without save you entry, press "Cancel" button. System will clear the input screen and allow you to start new input.

794) You can print the document through this window. Press "Print" button. System will print the document as follows:

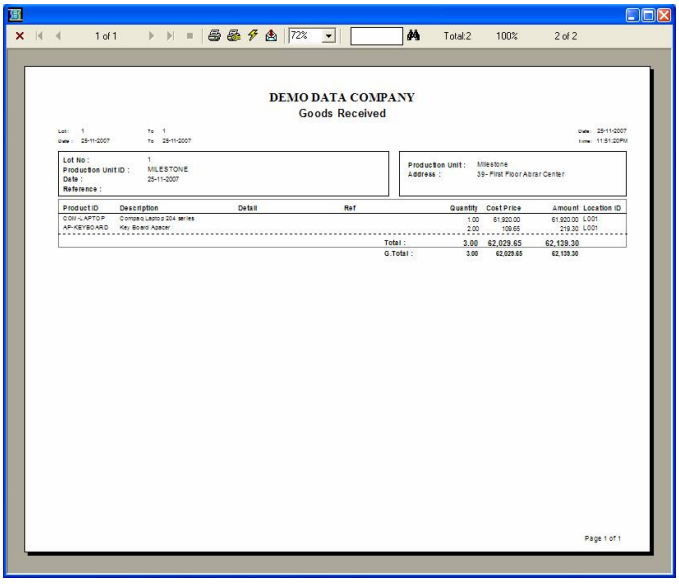


Figure: Goods Received printout

3.7.10) Financial Control

3.7.10.1) Financial List

795) Financial List is the consolidated list of all transactions that you have posted so far.

796) It can be accessed from Financial Navigator.

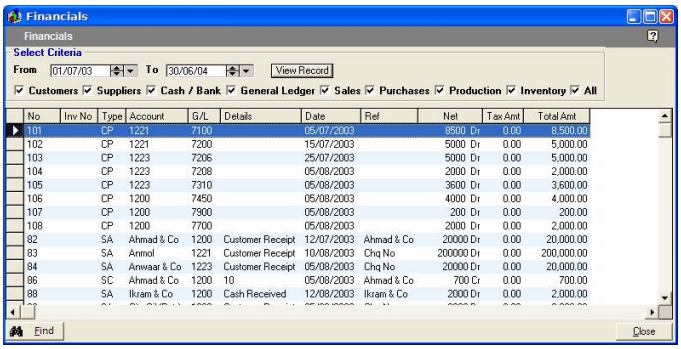


Figure: Financial List

797) By default, system will show you all transaction of current Fiscal Year.

798) You can change the date range – it is provided on top of the window.

799) You can also choose the specific transaction types. These are available as checkboxes on top area of the window.

800) After changing the filter criteria, press "View Record" button to display the transaction.

3.7.10.2) Modify Posted Transactions

801) Select "Modification" option on Transaction menu. System will show "Modification" window as follows:

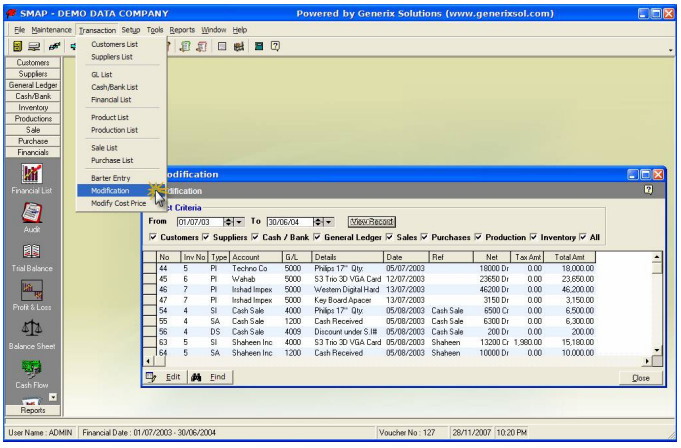


Figure: Modification window

802) Following information (fields) can not be modified:

803) Invoice No., Invoice Type, Product ID, Quantity, Location ID, Product Serial No., Paid Amount, and Received Amount.

804) Following information can be changed

805) All other options are changeable which are enabled for entry. For example, G/L Accounts (e.g., Cash Account, Sales Account, Purchase Account), Date and Reference fields etc.

Tip

If you want to change Paid or Received Amount, you can use Cash/Bank option in modification and select "PA" type for supplier payments and "SA" for customer receipts.

806) Filter transactions

807) You can filter posted transactions within a specific date range.

808) You can additionally filter transactions related to one or more particular modules, e.g., Customers, Suppliers, Cash/Bank, General Ledger, Sales, Purchase, Production, and Inventory.

809) Press "View Records" whenever you change the filter criteria.

810) Modify the record

811) Go to the transaction that you need to modify, and press "Edit" button

812) System will open the selected transaction to its corresponding window.

813) Make the changes, and press "Save" button.

814) System will take care for all updating and correcting the balances.

3.7.10.3) Barter Entry

"Barter Entry" is just like barter trade, where people exchange only goods.

In our scenario, a company purchases one product and gives one of its own products in return.

So a barter entry is passed to manage the accounts of customer and supplier on behalf of which you have done transaction. That's why the ID of customer and supplier must be same for joint ledger where the overall dealings of cash inflow and outflow are shown if there is some difference in amount of transaction.

815) From the Transaction menu, select “Barter Entry” option. System will display following window.

816)

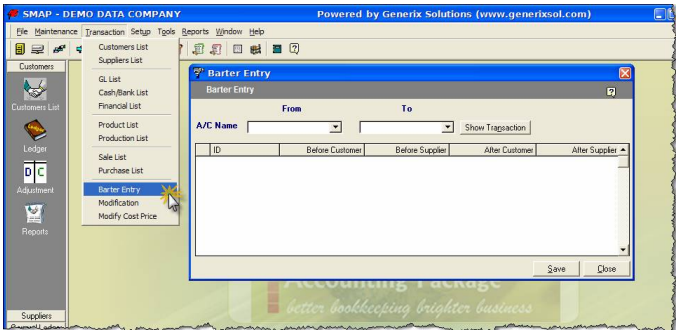


Figure: Access Barter Entry through Transaction menu

817)

818) Enter or select the account name, from you have purchased products and also of those to whom you are giving your product in adjustment of your purchases.

819) Press “Show Transaction” button to see the effects of transaction

820) To process the transaction, press the “Save” button

821) To cancel without saving choose the “Cancel” button

3.7.10.4) Audit Trail

822) Select “Audit” option on Financials navigator.

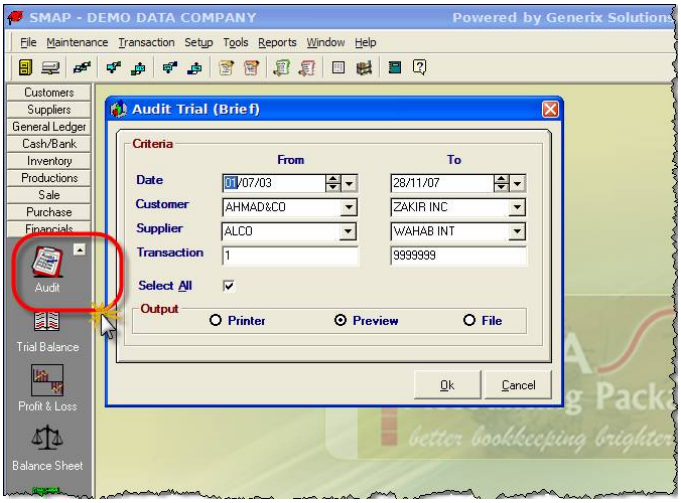
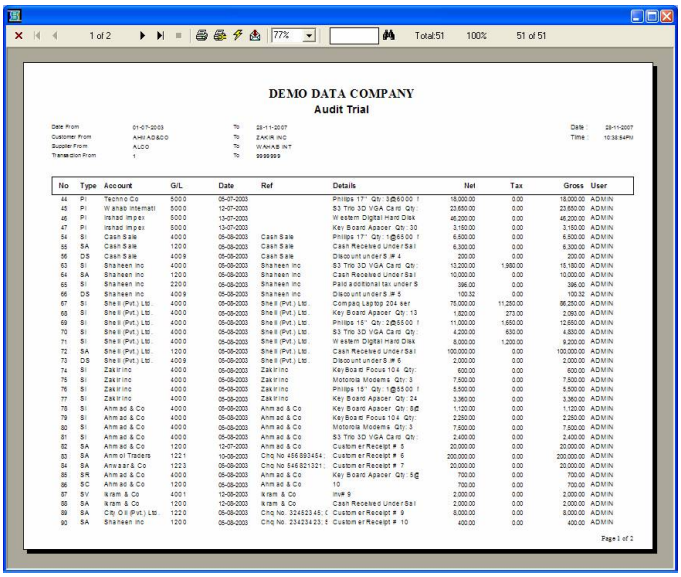


Figure: Audit trial option on Financials navigator

823) Dialog box provides you the criteria in which you select Date range, Customers, Suppliers, or Transactions IDs.



DEMO DATA COMPANY
Audit Trial

No	Type	Account	G/L	Date	Ref	Details	Net	Tax	Gross	User
44	PI	Techno Co	5000	05-07-2003		Philips 17" Qty: 3@6000	18,000.00	0.00	18,000.00	ADMIN
45	PI	Wahab Internati	5000	12-07-2003		53 Trio 3D VGA Card Qty	23,650.00	0.00	23,650.00	ADMIN
46	PI	Irshad Impex	5000	13-07-2003		Western Digital Hard Disk	46,200.00	0.00	46,200.00	ADMIN
47	PI	Irshad Impex	5000	13-07-2003		Key Board Apacer Qty: 30	3,150.00	0.00	3,150.00	ADMIN
54	SI	Cash Sale	4000	05-08-2003	Cash Sale	Philips 17" Qty: 1@6500	6,500.00	0.00	6,500.00	ADMIN
55	SA	Cash Sale	1200	05-08-2003	Cash Sale	Cash Received under Sal	6,300.00	0.00	6,300.00	ADMIN
56	DS	Cash Sale	4009	05-08-2003	Cash Sale	Discount under $ # 4	200.00	0.00	200.00	ADMIN
63	SI	Shaheen Inc	4000	05-08-2003	Shaheen Inc	53 Trio 3D VGA Card Qty	13,200.00	1,980.00	15,180.00	ADMIN
64	SA	Shaheen Inc	1200	05-08-2003	Shaheen Inc	Cash Received Under Sal	10,000.00	0.00	10,000.00	ADMIN
65	SI	Shaheen Inc	2200	05-08-2003	Shaheen Inc	Paid additional tax under S	396.00	0.00	396.00	ADMIN
66	DS	Shaheen Inc	4009	05-08-2003	Shaheen Inc	Discount under $ # 5	100.32	0.00	100.32	ADMIN
67	SI	Shell (Pvt.) Ltd.	4000	05-08-2003	Shell (Pvt.) Ltd.	Compaq Laptop 204 Mer	75,000.00	11,250.00	86,250.00	ADMIN
68	SI	Shell (Pvt.) Ltd.	4000	05-08-2003	Shell (Pvt.) Ltd.	Key Board Apacer Qty: 13	1,820.00	273.00	2,093.00	ADMIN
69	SI	Shell (Pvt.) Ltd.	4000	05-08-2003	Shell (Pvt.) Ltd.	Philips 15" Qty: 2@5500	11,000.00	1,650.00	12,650.00	ADMIN
70	SI	Shell (Pvt.) Ltd.	4000	05-08-2003	Shell (Pvt.) Ltd.	53 Trio 3D VGA Card Qty	4,200.00	630.00	4,830.00	ADMIN
71	SI	Shell (Pvt.) Ltd.	4000	05-08-2003	Shell (Pvt.) Ltd.	Western Digital Hard Disk	8,000.00	1,200.00	9,200.00	ADMIN
72	SA	Shell (Pvt.) Ltd.	1200	05-08-2003	Shell (Pvt.) Ltd.	Cash Received Under Sal	100,000.00	0.00	100,000.00	ADMIN
73	DS	Shell (Pvt.) Ltd.	4009	05-08-2003	Shell (Pvt.) Ltd.	Discount under $ # 6	2,000.00	0.00	2,000.00	ADMIN
74	SI	Zakirino	4000	05-08-2003	Zakirino	Key Board Focus 104 Qty:	600.00	0.00	600.00	ADMIN
75	SI	Zakirino	4000	05-08-2003	Zakirino	Motorola Modems Qty: 3	7,500.00	0.00	7,500.00	ADMIN
76	SI	Zakirino	4000	05-08-2003	Zakirino	Philips 15" Qty: 1@5500	5,500.00	0.00	5,500.00	ADMIN
77	SI	Zakirino	4000	05-08-2003	Zakirino	Key Board Apacer Qty: 24	3,360.00	0.00	3,360.00	ADMIN
78	SI	Ahmad & Co	4000	05-08-2003	Ahmad & Co	Key Board Apacer Qty: 8@	1,120.00	0.00	1,120.00	ADMIN
79	SI	Ahmad & Co	4000	05-08-2003	Ahmad & Co	Key Board Focus 104 Qty:	2,250.00	0.00	2,250.00	ADMIN
80	SI	Ahmad & Co	4000	05-08-2003	Ahmad & Co	Motorola Modems Qty: 3	7,500.00	0.00	7,500.00	ADMIN
81	SI	Ahmad & Co	4000	05-08-2003	Ahmad & Co	53 Trio 3D VGA Card Qty:	2,400.00	0.00	2,400.00	ADMIN
82	SA	Ahmad & Co	1200	12-07-2003	Ahmad & Co	Customer Receipt # 5	20,000.00	0.00	20,000.00	ADMIN
83	SA	Ahmad Traders	1221	10-09-2003	Chq No 4568983454	Customer Receipt # 6	200,000.00	0.00	200,000.00	ADMIN
84	SA	Anwaar & Co	1223	06-09-2003	Chq No 6468321321	Customer Receipt # 7	20,000.00	0.00	20,000.00	ADMIN
85	SR	Ahmad & Co	4000	05-08-2003	Ahmad & Co	Key Board Apacer Qty: 5@	700.00	0.00	700.00	ADMIN
86	SC	Ahmad & Co	1200	05-08-2003	Ahmad & Co	10	700.00	0.00	700.00	ADMIN
87	SV	Ikram & Co	4001	12-09-2003	Ikram & Co	inv# 9	2,000.00	0.00	2,000.00	ADMIN
88	SA	Ikram & Co	1200	12-09-2003	Ikram & Co	Cash Received Under Sal	2,000.00	0.00	2,000.00	ADMIN
89	SA	Chi Oil (Pvt.) Ltd.	1220	06-09-2003	Chq No. 3245234 5	Customer Receipt # 9	8,000.00	0.00	8,000.00	ADMIN
90	SA	Shaheen Inc	1200	06-09-2003	Chq No. 2342342 3	Customer Receipt # 10	400.00	0.00	400.00	ADMIN

Page 1 of 2

Figure: Audit Trail Report

3.7.10.5) Year Closing

Important

When a fiscal year ends, closing entries are passed, in which Expenses, Purchases and Sales accounts become Nil (zero) and the balances are transferred to Profit and Loss account (or to Retained Earnings account).

The Closing Year exercise might also include the following:

Writing off customer Bad Debts

Recording old Outstanding Checks re-entered into the bank account as 'Miscellaneous Income'

Verifying that Fixed-Asset Purchases and Dispositions have been properly recorded

Recording Depreciation expenses

Recording a Physical Inventory count and comparing to the Quantity on hand (as SMAP would reporting)

Managing Outstanding Notes Payable and Receivable items and recording or adjusting Interest Expense or Income

Once necessary adjustments have been made (as suggested above), you would be ready to begin closing the fiscal year. The different type of adjustments needs to be entered in SMAP at specific places, for example

General Ledger adjustments are entered in the Journal Voucher

Inventory adjustments are entered in the Stock Adjustment

Accounts Receivable adjustments can be made through Customer Adjustment

Accounts Payable adjustments can be made through Supplier Adjustment

Important

Before closing the year, you must have made backup of your data. To be on safe side, at least two backup copies are suggested.

824) From the Tools menu, select Year Closing option. System will display "Year Closing" window

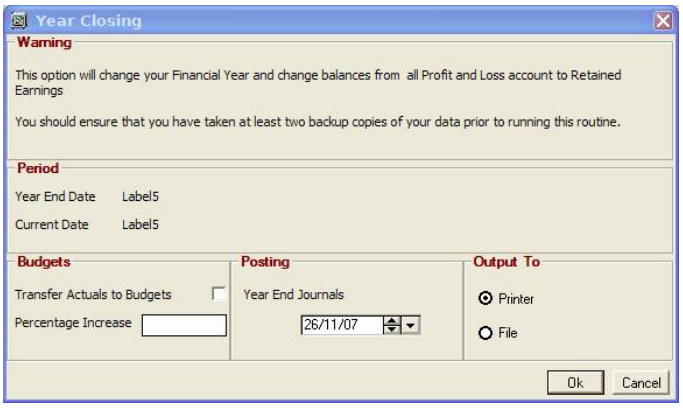


Figure: Close Year window

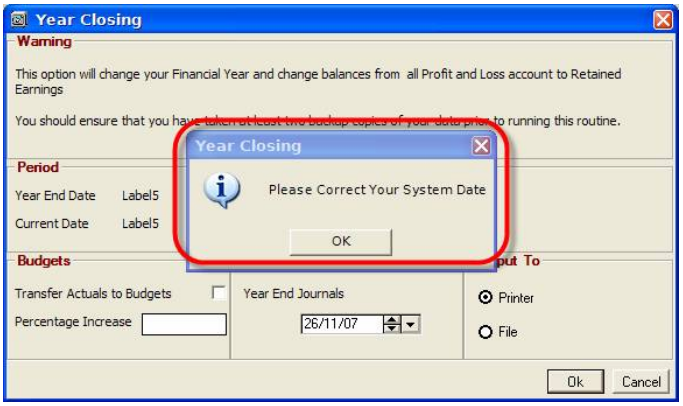


Figure: System will not allow you to proceed if your computer's date is out of Fiscal Year period.

825) To change the Program Date, go to "Setup" menu and then select "Change Program Date" option.

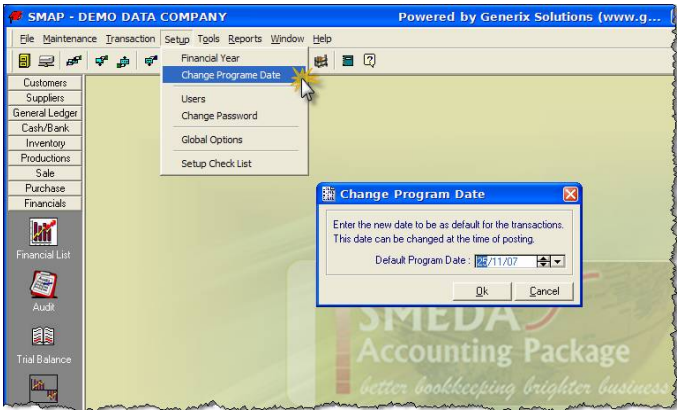


Figure: Change Program Date option in Setup menu

826) If you want to transfer the current G/L balances to next year budget, then check the "Transfer Actuals to Budgets" checkbox.

827) Enter percentage of increment in the balance/actual amount transferred to budget amount (this is optional).

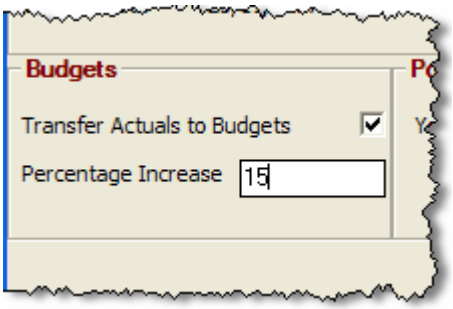


Figure: Transfer G/L Balance to next year's Budget

828) System will print a closing report at the end of successful Year Closing.

829) You can also save Closing Report in a file instead of a printout.

830) Select your choice to get that report; Printer or File

831) Press “OK” button to proceed with Close Year process, otherwise you can quit by pressing “Cancel” button.

3.7.11) SMAP Database Management

You should establish a regular procedure for backing up your data.

Backups are the only way to ensure the security of the accounting records you store in SMAP.

Without backups, you run the risk of losing weeks or months of your work. How often you backup data is up to you and depends on how you use SMAP. If you enter transactions in a batch, every week, you can get by with backing up every week. If you enter transactions daily, you need to establish a daily backup routine.

3.7.11.1) Data Backup

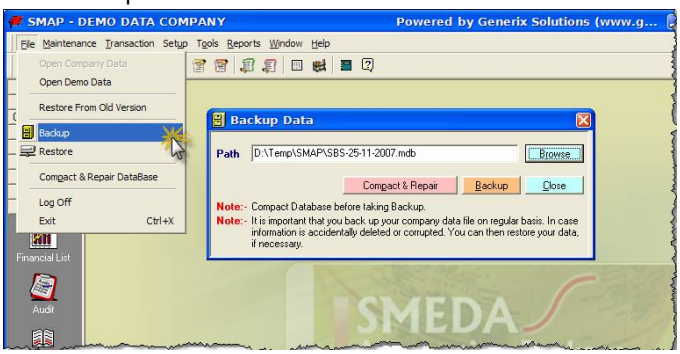


Figure: Backup option. You can see "Compact & Repair" option too.

832) From the File menu, select the Backup option, system will display "Backup Data" window

By default, system will suggest you the filename of your backup. It is as follows:

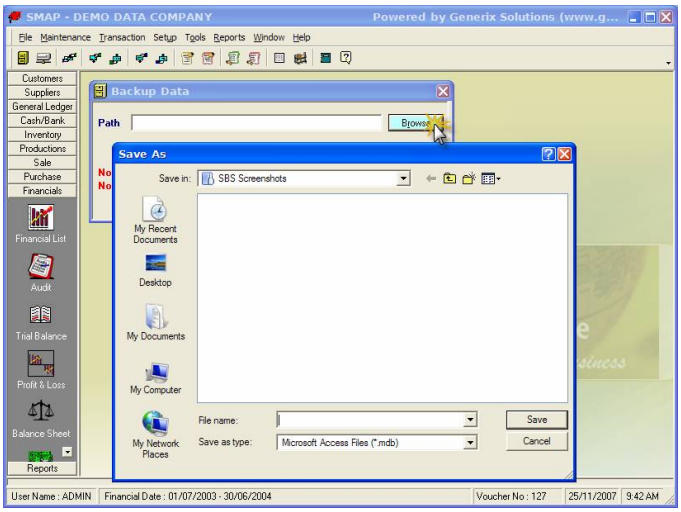
<Folder Name where SMAP is installed> + "SMAP" + <today's date> + ".mdb"

For example: "D:\Temp\SMAP\SMAP-25-11-2007.mdb"

And "mdb" is the filename extension for Microsoft Access.

833) You can change the folder or name of you backup file.

834) Click the Browse button to select another folder. System will show you a folder & file selection dialog box.



835) Press “Backup” button.

836) The system displays the progress of the backup until it is complete.

837) Click “Close” button to exit from backup window.

You can also backup your data using an alternate utility (for example, writing data on CD).

If you choose to backup your company data to a CD Writer device, you must exit from SMAP and then use the CD Writer program to copy (or restore) data files.

3.7.11.2) Data Restore

Figure: Data Restore option

Figure: Restore data window

838) System will automatically display the SMAP data filename. However, you have to choose the right backup file that you want to restore.

839) Choose “Browse” button to select the backup file.

840) Press the “Restore” button. The system displays the progress of the restore until it is complete.

841) Press “Close” button to exit from restore window.

3.7.11.3) Restore Data from SMAP old version

Always use “Restore from Old Version” option when you are upgrading your product, don’t use simply “Restore” option (that is actually Restore of your Backup which was made through current version of SMAP) for this purpose other wise old data will not be restored.

842) From the File menu select the “Restore Data from Old Version” option. System will display following window.

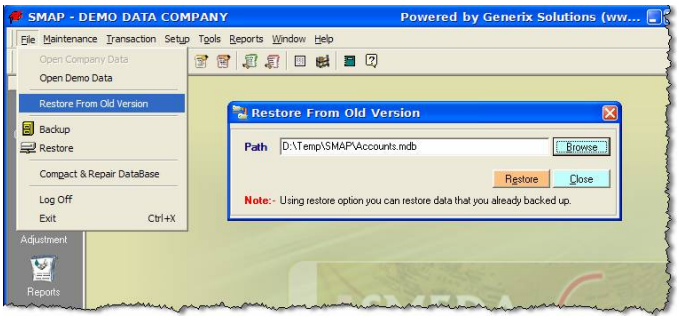


Figure: Restore data from Old Version of SMAP

843) Click the Browse button to select the file form folder, hard drive, diskette drive, network drive, or data storage device connected to your computer where your SMAP old version backed up data file is located.

844) Select the data file you want to restore and then select the Open button. Data file location path appears in Restore window.

845) Press “Restore” button

846) The system displays the progress of the restore until it is complete.

847) Press “Close” button to exit from Restore window.

3.7.11.4) Need repairing your database? – Compact & Repair Database

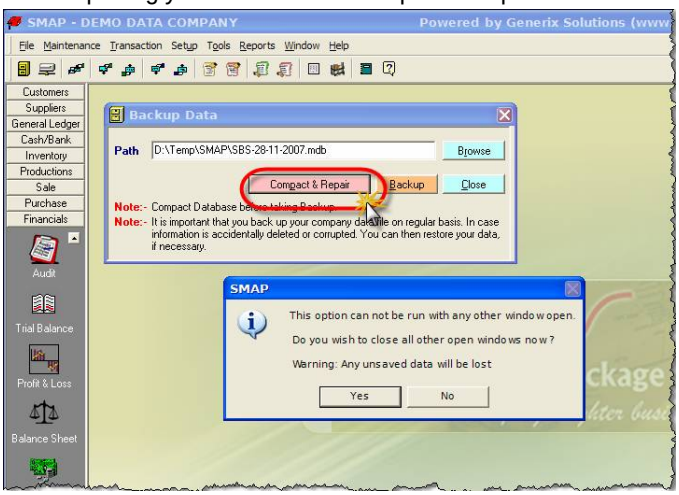


Figure: "Compact & Repair" option on "Database Backup" window

Once finished, system will give you following message:

Figure: System will let you know when it has successfully compacted and repaired the database

3.8) CONFIGURATION OF SMAP FOR YOUR BUSINESS

3.8.1) User Management

848) Choose "User" option from Setup menu. System will open following screen.

849) System will show you all existing users sorted by their "User Name"

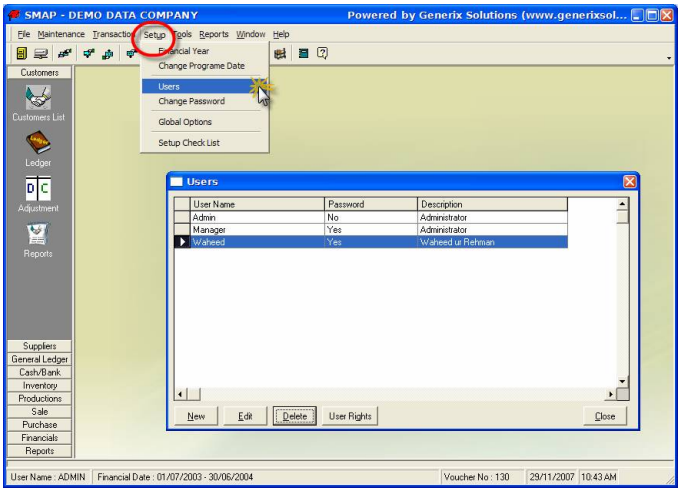


Figure: Access User window through Setup menu

850) To create a new user, press "New" button. System will open "New User" window as follows:

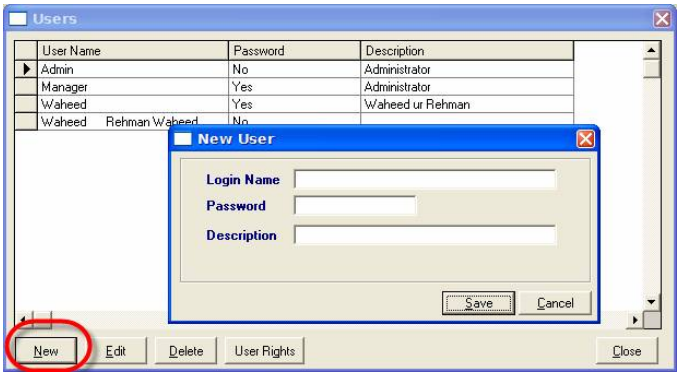


Figure: Create new user

851) Enter a login name in "Login Name" field. Note, this will be treated as User ID.

Tip:

You can also create generic Login Names, for example, FM (Finance Manager), Guest, KPO1 (Key Punch Operator No.1), and so on.

852) System will not display password to you. Rather it will show your input as "****". You can use spaces in your password.

853) In Description field, you can enter full name of the user.

3.8.1.1) Modify existing user

854) To modify an existing user, select that user first by either you double-click on it or press "Edit" button.

855) System will open the record in "Change Password" window.

Figure: System will open "Change Password" window when you are going to modify existing user.

3.8.1.2) Delete a user

856) To delete a user, open "User" window

857) Select the desired user first, and press "Delete" button.

858) System will confirm you before deletion.

3.8.1.3) Change Password

859) To change the password of existing user, select the user first by either you double-click on it or press "Edit" button.

860) System will open the record in "Change Password" window.

Figure: System will open "Change Password" window when you are going to modify existing user.

Security Tip

Since through this window, you can see all users of SMAP, therefore you will retain rights on this (Users window) window to one person. Otherwise, if every user can access to this window, he/she may change rights or password of other user(s).

3.8.1.4) Manage User Rights

861) On User window, select the user that you want to manage rights

862) The User Rights window will open as follows.

Important

Rights are assigned to individual users. The user rights are assigned in the sense of "Allowed" or "Not Allowed"

The rights are given Menus, Whole Module, Individual Window, or specific options (e.g. create "New" record) level.

For example, "Supplier New" option is about creating new supplier. "Supplier Record" option is about modifying an existing supplier. "Supplier Delete" option is about deleting the supplier record.

You need to [x] check only those items which are "Not Allowed". By default every option is allowed to every user.

863) System will display all options (Menus, Modules, and Windows) of the SMAP software in categorized manner.

864) Just check those options which you not allowed to this particular user.

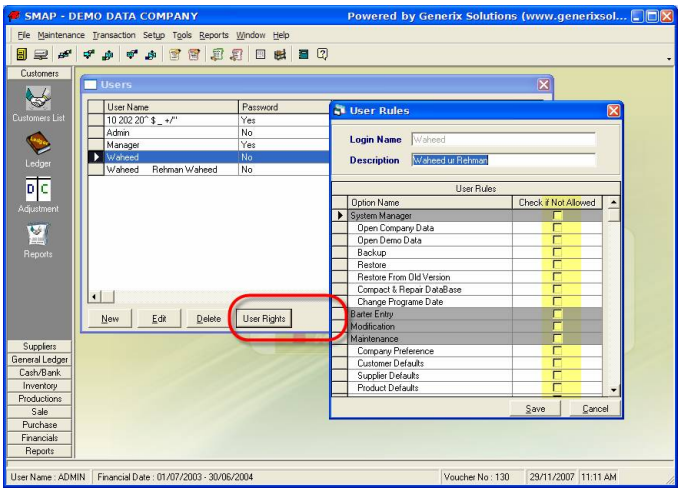


Figure: Access "User Rights" window through Users window

865) Once you are finished, press "Save" button on User Rights window.

866) The rights, especially at Menu level, will be applicable next time when user login.

867) The "not allowed" items will be visible as disabled-look (as per MS Windows standard). See such effect in following screenshot.

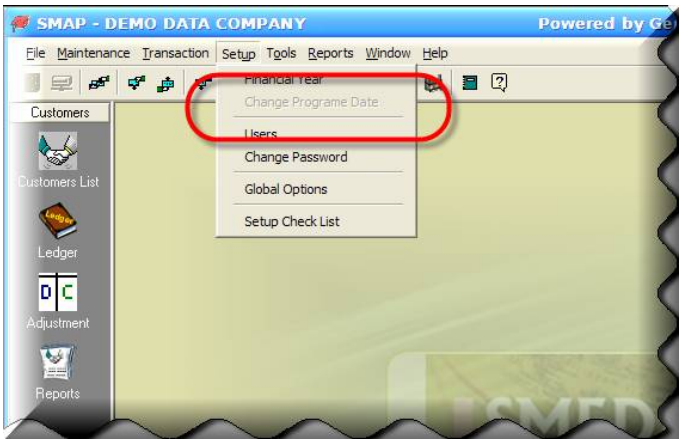


Figure: Showing "Change Program Date" as disabled for current user

3.8.1.5) Switch to other user / Log off

868) Select "Log Off" option in File menu.

869) System will open same window as you has see when Log in to SMAP.

870) System will automatically log off the current user.

3.8.2) Company Preferences

871) Choose "Company Preference" option from Maintenance menu. System will open following window:

Figure: Company Preference window

872) Except the Company Name, all fields are editable. Modify them according to your company.

873) If you select the Business Type as "Manufacturing Concern", then all functionality related to Production will become available. These are, for example, Production Settings option on Maintenance menu, Production navigator on left hand side, etc.

874) The NTN number will display on "Sales Tax invoices".

875) Press “Save” button to save the input.

876) Press “Close” button to close the window.

3.8.3) Control Accounts setup

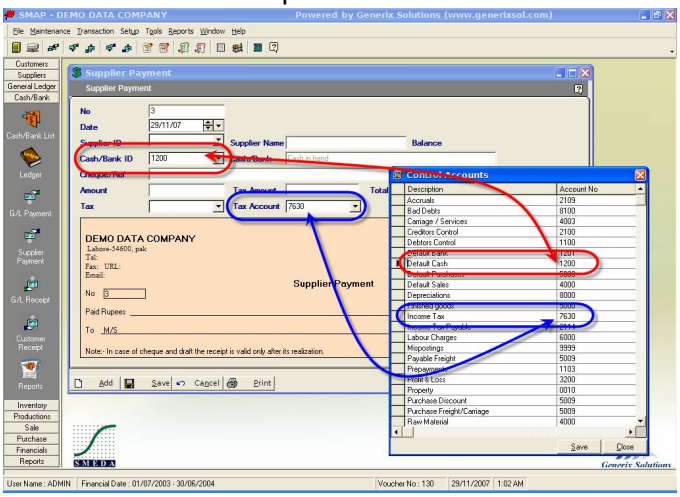


Figure: SMAP is applying Control Accounts (default Cash A/c, and default Income Tax A/c) on Supplier Payment window

877) From the Maintenance menu, select “Control Account” option. The following window will display:

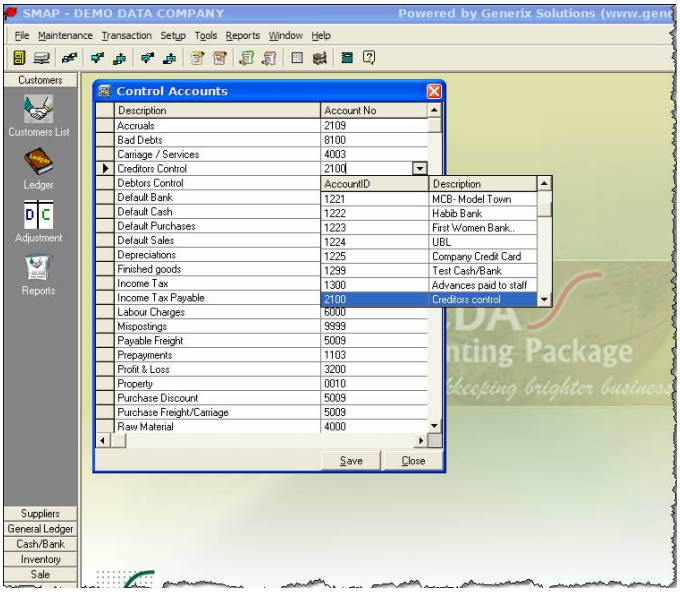


Figure: Control Account setup window

878) Change the Control Accounts according to your Chart of Accounts

879) For each Control Accounts, a dropdown is available in Account Nos. column for viewing complete list of Account Nos.

880) Press "Save" button to save the changes.

881) Press "Close" button if you do not want to save changes (if you have made any)

3.8.4) Tax Codes

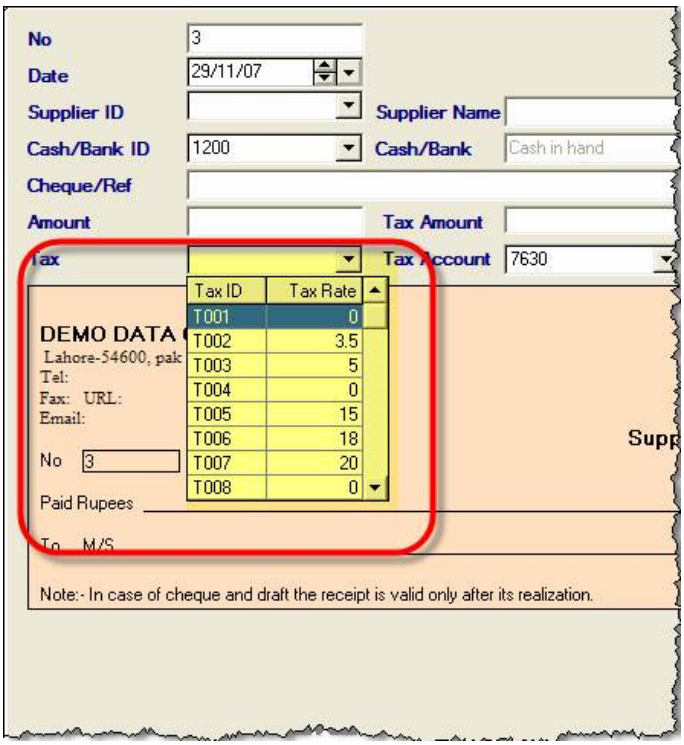


Figure: System is asking for Tax Codes on Supplier Payment window

882) Choose "Tax Codes" option on Maintenance menu. System will display "Tax Codes" definition window.

883) Press "Edit" button to modify the tax percentage.

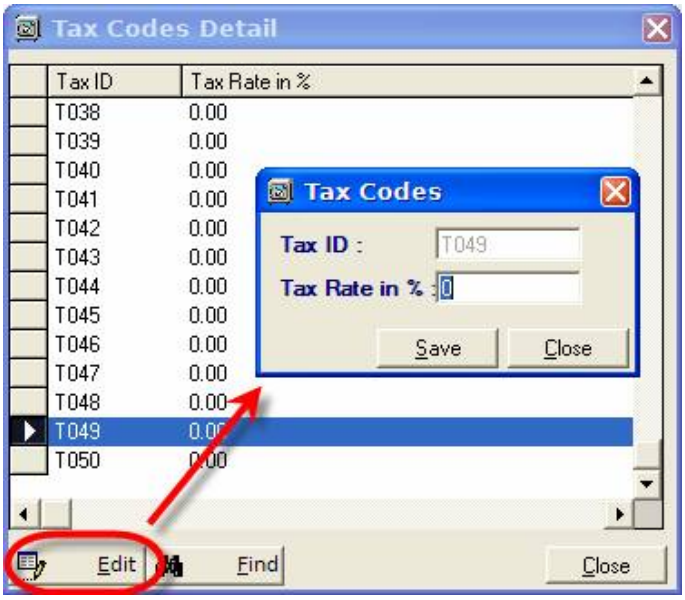


Figure: Modify a Tax code

884) Press "Save" button to permanently save your input.

885) Press "Close" button if you want to exit without saving.

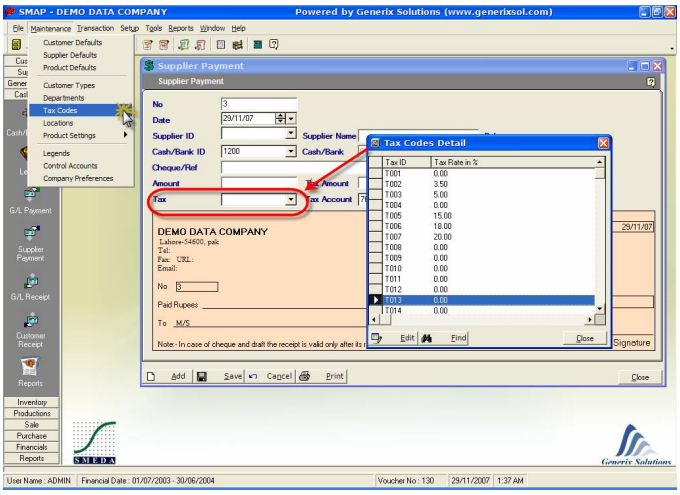


Figure: Showing... i) "Tax Codes" option in Maintenance menu, ii) Tax Codes definition window, and iii) Supplier Payment (as sample window) where Tax Codes are applied.

3.8.5) Customer Defaults

886) Choose "Customer Defaults" option on Maintenance menu. System will display following window.

Figure: Customer Defaults window and three tabs on it

887) On "Terms" tab

888) Credit Limit is the highest amount of unpaid balance that you allow your Customers.

889) "Terms" is a 15-char long text field. Enter Invoice Terms, e.g., "7 days credit"

890) Pay Due Days - Enter number of days after which payment will be due.

891) Discount - Enter discount value that will apply when entering Customers.

892) "Settings" tab

893) Department - Select the Department who is dealing with the Customers.

894) G/L Sale A/C - Select the G/L Account you want to use as the default sale (income) account when entering Customers.

895) Tax Code - Select one of already defined Tax Codes, which will apply on all Customers.

896) Cash Sale A/C - Select the Account (Customer ID), you want to use as the default cash sale Account, by default there is no cash Account. You will use this account for Customer's, dealing with you on cash basis.

897) You can also create new G/L Accounts by press "N" buttons in front of each field.

898) "Aging" Tab

899) Use this to set the ranges of days to be used per period to calculate the Customer's aged balances.

900) To save your entries and exit, press the "Save" button

901) Press "Close" button if you want to exit from the window.

3.8.6) Customer Types

902) Select "Customer Types" option on Maintenance menu. System will display following window

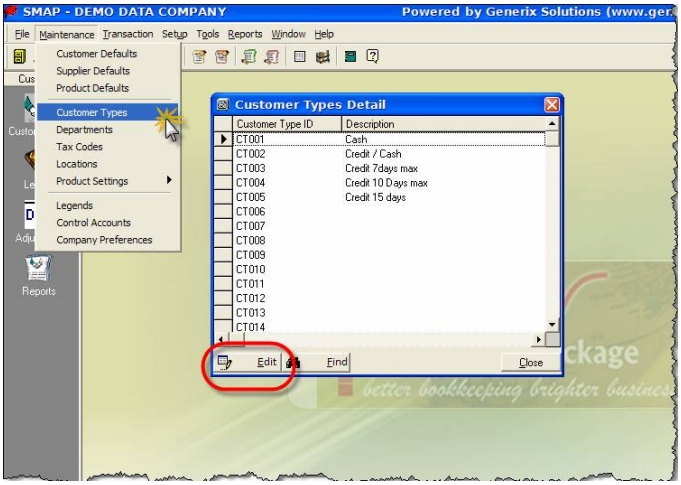


Figure: Customer Types window

903) System has already defined few Customer Types for you.

904) To change or to define a new type, select the row first, and press "Edit" button. System will display following window:

Figure: Modify a Customer Type

905) You can not change the ID (Customer Type). Only "Description" field can be changed.

906) Press "Save" button to save the changes.

907) Press "Close" to exist from window.

3.8.7) Supplier Defaults

908) Choose "Supplier Defaults" option on Maintenance menu. System will display following window.

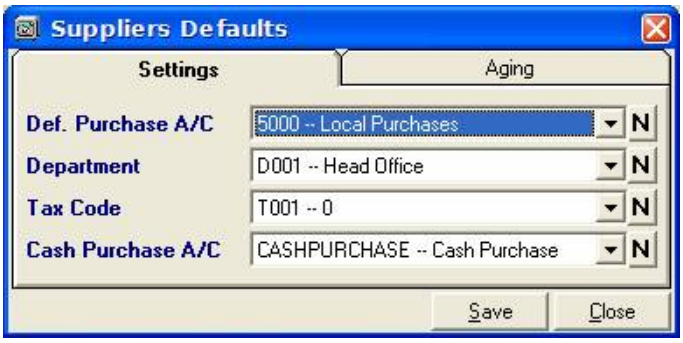


Figure: Suppliers Default window has two tabs; Settings and Aging

909) Default Purchase A/C - Select the G/L Account that you want to use as the default Purchase Account for the suppliers.

910) Department - Select Department which is dealing with suppliers.

911) Tax Code – Select one of already defined Tax Codes.

912) Cash Purchase A/C – Basically this is one of your suppliers that you will treat as a supplier of Cash Purchases.

913) Select a supplier that you want to use as the default Cash Purchase Account. By default, there is no cash account.

914) Aging" Tab - Use this to set the ranges of days to be used per period to calculate the Supplier's payable aging balances.

915) To save your entries and exit, press the "Save" button

916) Press "Close" button if you want to exit from the window.

3.8.8) Departments

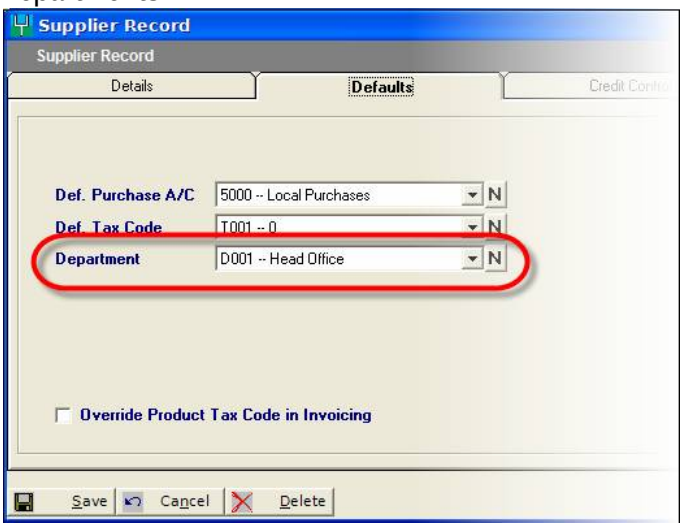


Figure: Apply Department code on Supplier Record

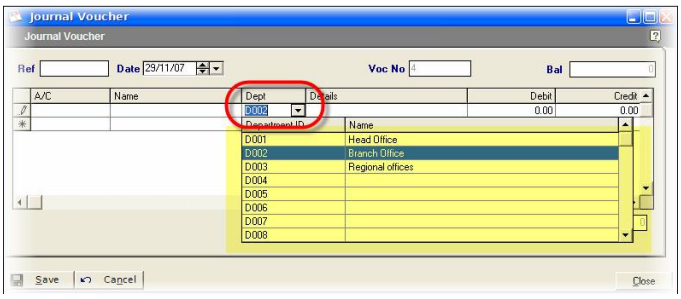


Figure: Usage of Department on G/L Voucher entry screen

917) To maintain the departments, go to Maintenance menu and select "Departments" option.

918) System will display the "Departments Detail" window – this window contains the list of already created departments.

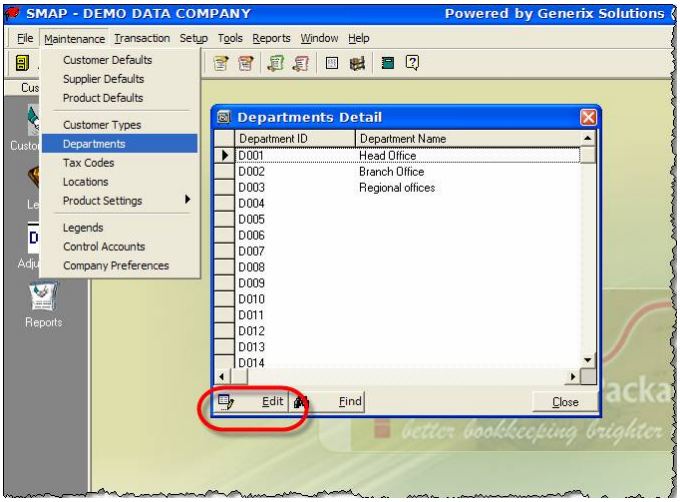


Figure: Access "Department" creation window from Maintenance menu

919) Select the Departments Code that you want to change. Either press "Edit" button or double-click on it to open the "Departments" window.

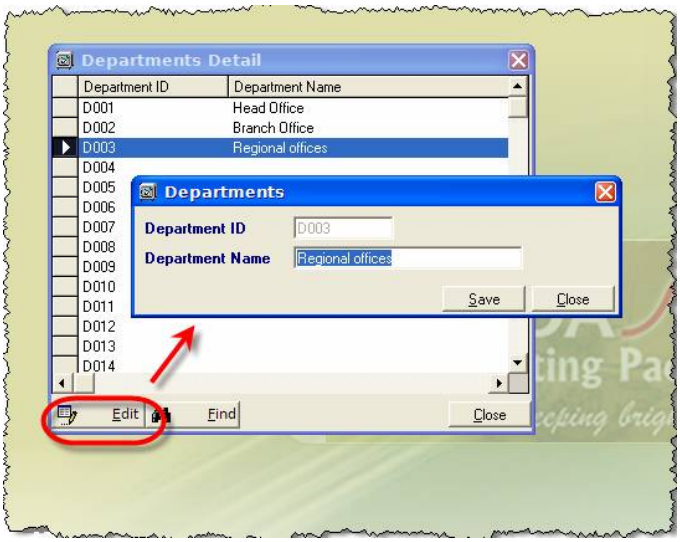


Figure: Press "Edit" button to modify Description of a department

920) Create or Change the Department Name.

921) To save your entry, press the "Save" button.

922) Press "Close" button if you want to exit from "Departments" window without saving.

923) Press "Close" button to close the "Department Details" window.

3.8.9) Product Defaults

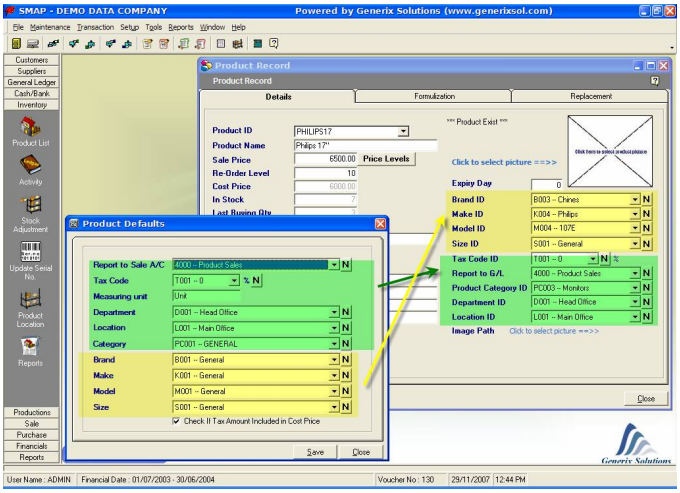


Figure: SMAP is applying "Product Defaults" on "Product Record" window

924) To maintain the Product Defaults, go to Maintenance menu and choose "Product Defaults" option. System will display following window.

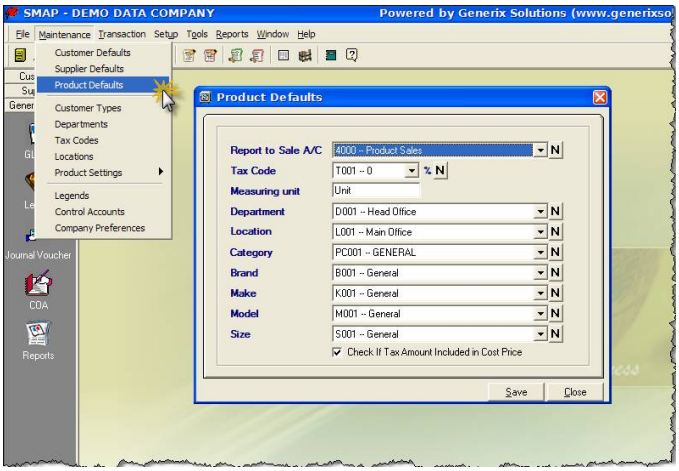


Figure: Access "Product Defaults" window through Maintenance menu

925) You can select default codes – these are Default Sales Accounts, Default Tax Code, enter default Measuring Unit, Department, Location, Product Category, Brand, Make, Modal, and Size.

926) If required, you can also create new code by pressing adjacent "N" button.

927) Press "Save" button to save your preferences.

928) Press "Close" button to exit without saving.

3.8.10) Production Setting

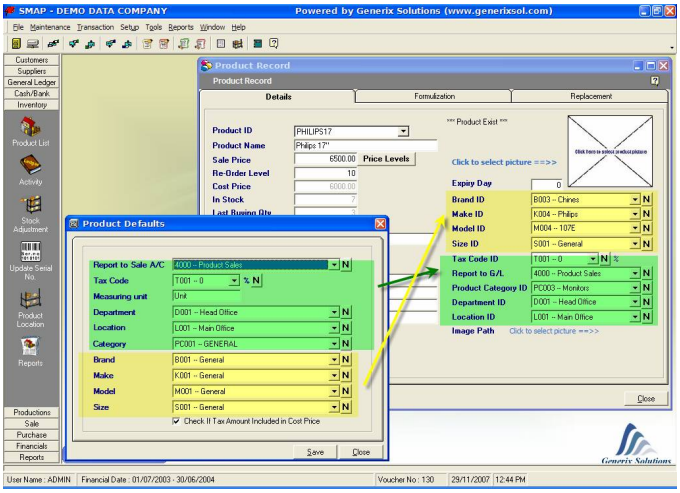


Figure: "Product Defaults" and "Product Record" windows on which Categories, Brand, Make, Model etc. are being used.

929) On Maintenance menu, go to Product Settings sub-menu which contains following options:

930) Categories

931) Brands

932) Sizes

933) Makes

934) Modals

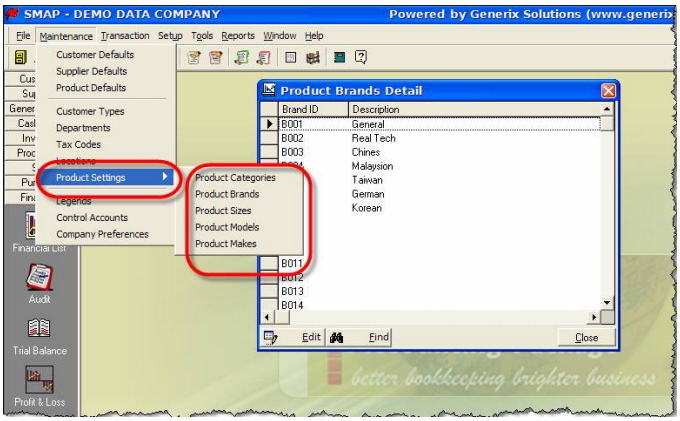


Figure: "Product Settings" sub-menu

935) These are separate windows, but the usage is same on each window.

936) For example, select the Product Categories.

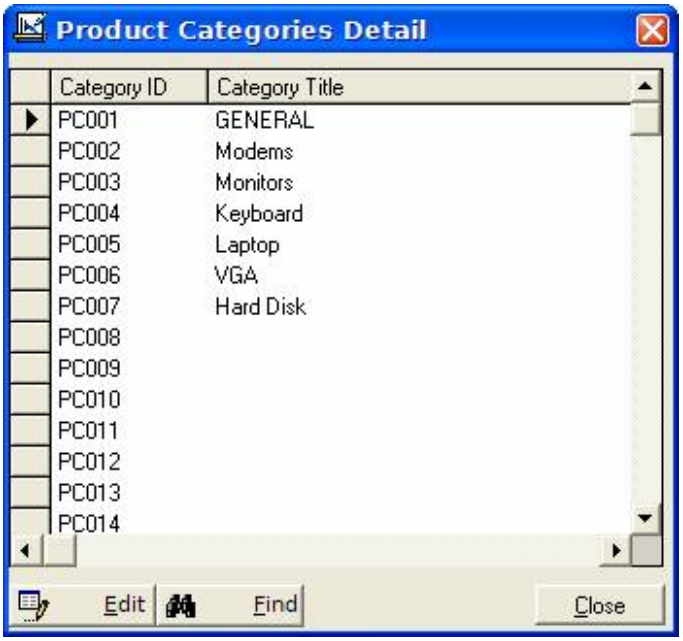


Figure: Product Categories window

937) System will open the window and show list of existing records. Either press "Edit" button or double-click on the record that you want to change.

938) System will open a small window allowing you to change the data.

939) To save your entry, press the "Save" button.

940) Press "Close" button if you want to exit from "Locations" window without saving.

941) Repeat these steps for other window when required.

3.8.11) Locations

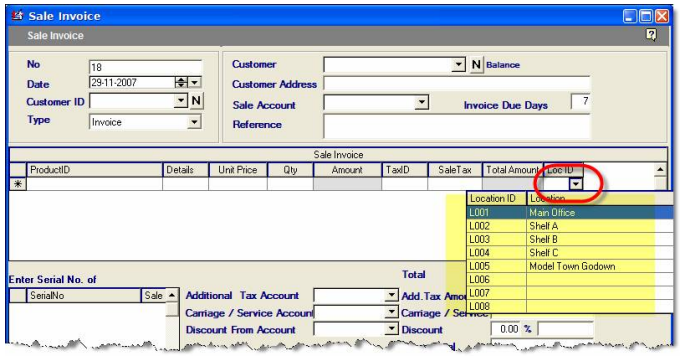


Figure: Applying Location (Loc ID) on Sales Invoice

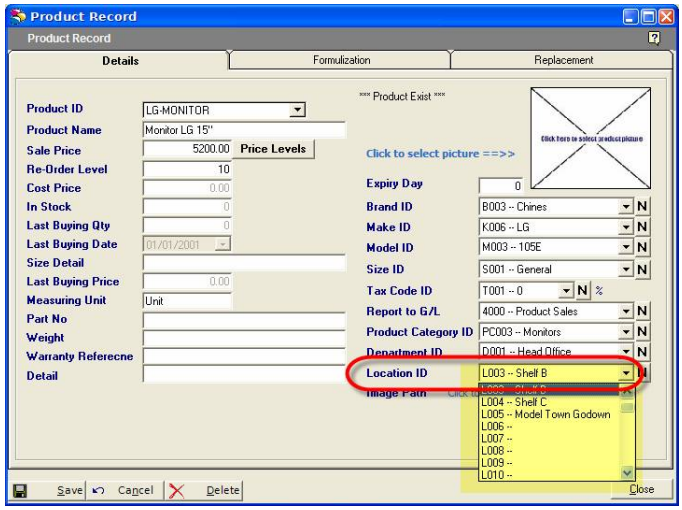
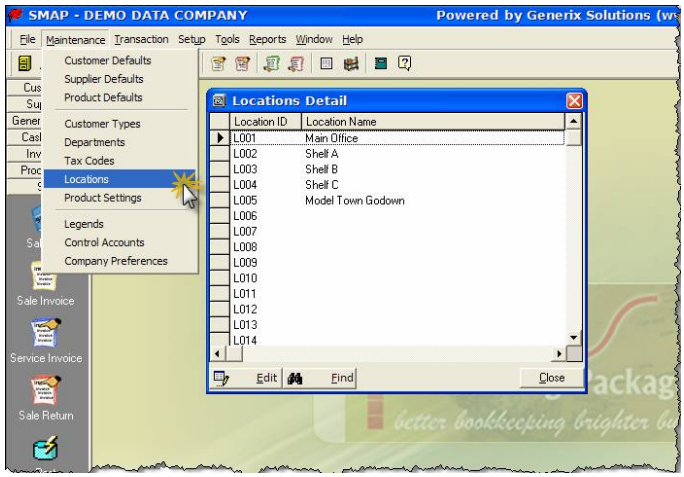


Figure: Applying Location code on Product Record entry

942) To maintain the Locations, go to Maintenance menu and select "Locations" option. System will display following window:



943) Select the Location Code that you want to change. Either press "Edit" button or double-click on it to open the "Locations" window where you can change the Location Name.

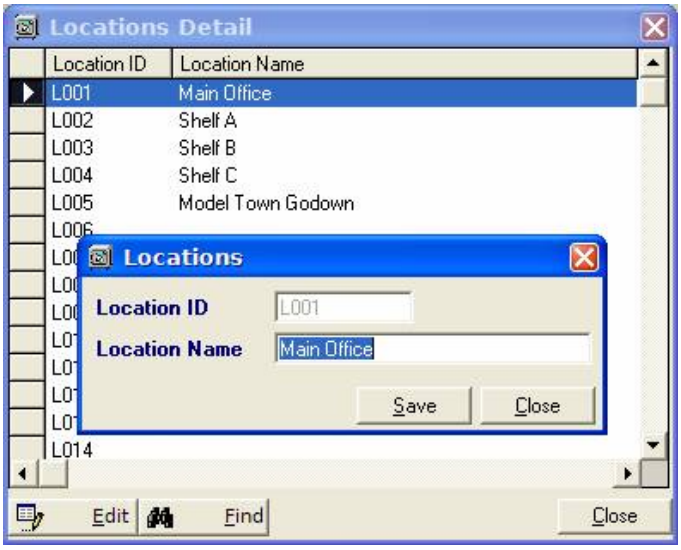


Figure: Change location name

944) Create or Change the Location Name.

945) To save your entry, press the "Save" button.

946) Press "Close" button if you want to exit from "Locations" window without saving.

947) Press "Close" button to close the "Location Details" window.

3.8.12) Legends

Go to Maintenance menu and select "Legends" to open the window.

Name	Description	Code
Customer Debit	Sales Debit Note	SD
Customer Credit	Sales Credit Note	SC
Supplier Debit	Purchase Debit Note	PD
Supplier Credit	Purchase Credit Note	PC
Debit Voucher	Journal Debit	JD
Credit Voucher	Journal Credit	JC
Cash	Cash Payment	CP
Cash	Cash Receipts	CR
Bank	Bank Payment	BP
Bank	Bank Receipt	BR
Customer Receipts	Sales Advice	SA
Supplier Payment	Purchase Advice	PA
Sales	Sales Invoice	SI
Sales Return	Sales Return	SR
Service	Service Invoice	SV
Purchase	Purchase Invoice	PI
Goods Return	Purchase Return	PR
Performa	Sales Performa	SP
Quote	Sales Quote	SQ
Stock In	Adjustment In	AI
Stock Out	Adjustment Out	AO
Discount	Discount on Sales	DS
Consumption	Raw Material	CV
Finished	Finished Goods	FV
Transfer	Transfer In	TI
Transfer	Transfer Out	TO
Material Issued	Material Issued	MI
Goods Received	Goods Received	GR
Income Tax	Income Tax	IT

Figure: Legends – Complete list of Transaction types used by SMAP application

You can see these legends; usually by the name "Type" on many window. For example, see "Type" column on Modification window as follows:

Modification
Modification
Select Criteria
From 01/07/03 To 30/06/04 View Record
Customers Suppliers Cash / Bank General Ledger Sales Purchases Production Inventory All
No Inv No Type Account G/L Details Date Ref Net Tax Amt Total Amt
44 5 PI echno Co 5000 Philips 17" Qty: 05/07/2003 18000 Dr 0.00 18,000.00
45 6 PI Wahab 5000 S3 Trio 3D VGA Card 12/07/2003 23650 Dr 0.00 23,650.00
46 7 PI shad Impex 5000 Western Digital Hard 13/07/2003 46200 Dr 0.00 46,200.00
47 7 PI shad Impex 5000 Key Board Apacer 13/07/2003 3150 Dr 0.00 3,150.00
54 4 SI ash Sale 4000 Philips 17" Qty: 05/08/2003 Cash Sale 6500 Cr 0.00 6,500.00
55 4 SA ash Sale 1200 Cash Received 05/08/2003 Cash Sale 6300 Dr 0.00 6,300.00
56 4 DS ash Sale 4009 Discount under S.I# 05/08/2003 Cash Sale 200 Dr 0.00 200.00
63 5 SI haheen Inc 4000 S3 Trio 3D VGA Card 05/08/2003 Shaheen 13200 Cr 1,980.00 15,180.00
64 5 SA haheen Inc 1200 Cash Received 05/08/2003 Shaheen 10000 Dr 0.00 10,000.00
Edit
Find
Close

Figure: See "Type" column where SMAP Legends are used.

3.8.13) Change your Program Date

948) Select "Change Program Date" from Setup menu. System will display following window for changing the program date.

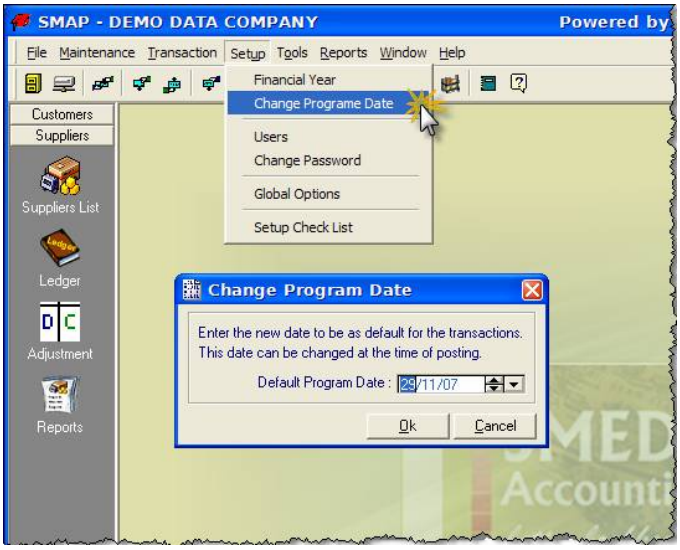


Figure: Change Program Date window

949) You can either enter the date or select through the calendar which can be displayed by pressing adjacent dropdown button.

950) Press Enter key or "OK" button to confirm and change the date.

3.8.14) Refresh Data

"Refresh Data" option is required when you are running SMAP on more then one computers (in LAN environment). This will re-read the data and make available in your computer memory which has been entered by other computers in the network.

951) Select "Refresh Data" option from Tools menu.

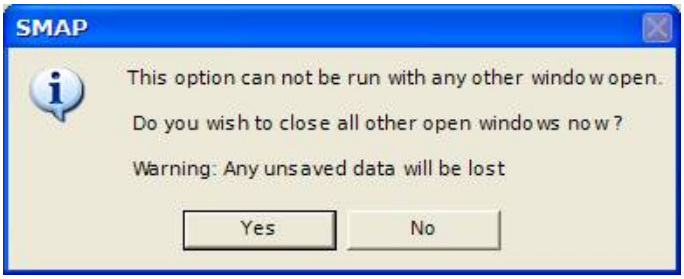

SMAP
This option can not be run with any other window open.
Do you wish to close all other open windows now?
Warning: Any unsaved data will be lost
Yes
No

Figure: System will confirm before executing the Refresh Data

952) You can also press F5 key to refresh the data.

System will assume that you are not working in any window. All windows must be closed in order to refresh the data correctly in memory.

953) System will take small amount of time for this process. Only in case of any problem system will inform you, otherwise you can continue with your work.

3.8.15) On-line Calculator

Either select "Calculator" from the Tools menu or press F6 to access the on-line calculator.

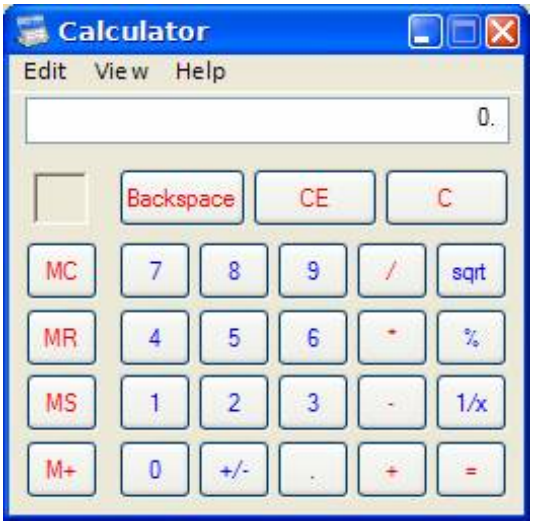
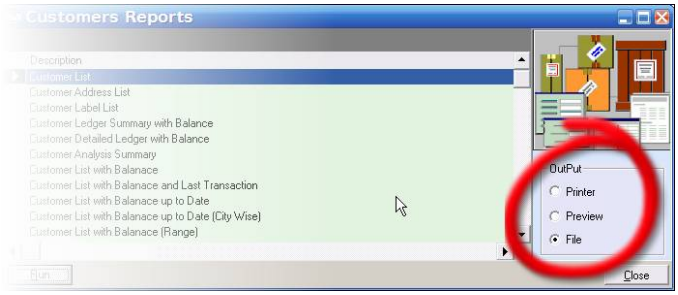


Figure: Press F6 to access on-line calculator

3.8.16) Report output options in SMAP

There are three options in the system to get the report output. These are:



When getting reports in “File” format, following dialog will appear. It will allow you to save the report with your desired name. You can select the hard disk Drive (C:, D:, etc.), or select the Folder for saving the report.